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From: Commandant of the Marine Corps
To: Distribution List

Subj: MUSIC TRAINING AND READINESS MANUAL

Ref: (a) MCO P3500.72A
       (b) MCO 1553.3B
       (c) MCRP 3-0A
       (d) MCRP 3-0B
       (e) MCO 1553.2B

Encl: (1) Music T&R Manual

1. <u>Purpose</u>. Per reference (a), this Training and Readiness (T&R) Manual, contained in enclosure (1), establishes training standards, regulations, and policies regarding the training of Marines in the Music occupational field.

2. <u>Cancellation</u>. NAVMC 3500.28A

3. <u>Scope</u>

    a. Per reference (b), commanders will conduct an internal assessment of the unit's ability to execute its mission and develop long-, mid-, and short-range training plans to sustain proficiency and correct deficiencies. Training plans will incorporate these events to standardize training and provide objective assessment of progress toward attaining mission readiness. Commanders will keep records at the unit and individual levels to record training achievements, identify training gaps and document objective assessments of readiness associated with training Marines. References (c) and (d) provide amplifying information for effective planning and management of training within the unit.

    b. Formal school and training detachment commanders will use references (a) and (e) to ensure programs of instruction meet skill training requirements established in this manual and provides career-progression training in the events designated for initial training in the formal school environment.

4. <u>Information</u>. Commanding General (CG), Training and Education Command (TECOM) will update this T&R Manual as necessary to provide current and relevant training standards to commanders. All questions pertaining to the Marine Corps Ground T&R Program and Unit Training Management should be directed to: CG, TECOM, Marine Air Ground Task Force Training and Education Standards Division (C 466), 1019 Elliot Road, Quantico, Virginia 22134.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

5. <u>Command</u>. This manual is applicable to the Marine Corps Total Force.

6. <u>Certification</u>. Reviewed and approved this date.

G. W. LUKEMAN
By direction

DISTRIBUTION: PCN 10033196500

LOCATOR SHEET

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RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

Enclosure (1)

MUSIC T&R MANUAL

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CHAPTER 1

OVERVIEW

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CHAPTER 1

OVERVIEW

1000. INTRODUCTION

1. The T&R program is the Corps' primary tool for planning, conducting and evaluating training and assessing training readiness. The T&R manual is designed for use by unit commanders to determine performance requirements in preparation for training; for unit leaders to develop and execute training and to assess individual and unit proficiency; and for formal schools and training detachments to create programs of instruction.

2. This T&R manual is built around the Marine Corps tasks (MCTs)that are supported by the {occupational field name} occupational field/performed by {unit name}. All events contained in this manual relate directly to these MCTs. Linkage of T&R events to the MCTL enables objective assessment of training readiness in the Defense Readiness Reporting System (DRRS) in accordance with MCO 3500.10 and MCO 3000.13.

3. The T&R manual contains the individual and collective training requirements to prepare units to accomplish their mission. The T&R manual identifies the minimum standards that Marines must be able to perform in a combat environment. Using this tool, leaders can construct and execute an effective training plan that supports the unit's MCTs and the mission-essential task list (METL). The Ground T&R Program helps to ensure that training remains focused on mission accomplishment and that training readiness reported is tied to the unit's METL. More detailed information on the Marine Corps Ground T&R Program is found in reference (a).

1001. UNIT TRAINING

1. The training of Marines to perform as an integrated unit in combat lies at the heart of the T&R program; unit and individual readiness are directly related. Individual training and the mastery of individual core skills serve as the building blocks for unit combat readiness.

2. Commanders at all levels will ensure that all training is focused on achieving proficiency in the unit METL. The T&R manual is a tool to help develop the unit's training plan based on the unit METL.

1002. UNIT TRAINING MANAGEMENT

1. Effective Unit Training Management (UTM) focuses the overall organization on development of training plans based on the unit METL and standards-based community T&R events. This is accomplished in a manner that maximizes training results and focuses the training priorities of the unit in preparation for the conduct of its mission.

2. UTM techniques, described in references (b) and (c), provide commanders with the requisite tools and techniques to analyze, design, develop, implement, and evaluate the training of their unit. To maintain an efficient and effective training program, leaders at every level must understand and implement UTM. Guidance for UTM and the process for establishing effective programs are contained in references (b), (c) and (d).

1003. SUSTAINMENT AND EVALUATION OF TRAINING

1. Marines are expected to maintain proficiency in the training events for their MOS at the appropriate grade and billet to which assigned. Leaders are responsible for recording the training achievements of their Marines. Whether it involves individual or collective training events, they must ensure proficiency is sustained by requiring retraining of each event at or before expiration of the designated sustainment interval.

2. The evaluation of training is necessary to properly prepare Marines for combat. Evaluations are either formal or informal, and performed by members of the unit (internal evaluation) or from an external command (external evaluation). The purpose of formal and informal evaluation is to provide commanders with a process to determine a unit's/Marine's proficiency in the tasks that must be performed in combat. Informal evaluations are conducted during every training evolution. Formal evaluations are often scenario-based, focused on the unit's METs, based on collective training standards, and usually conducted during higher-level collective training events.

3. Evaluation is a continuous process that is integral to training management and is conducted by leaders at every level and during all phases of planning and the conduct of training. To ensure training is efficient and effective, evaluation is an integral part of the training plan. Ultimately, leaders remain responsible for determining if the training was effective. References (b) and (d) provide further guidance on the conduct of informal and formal evaluations using the Marine Corps Ground T&R Program.

1004. ORGANIZATION. The Music T&R Manual is comprised of nine chapters and two appendices. Chapter 1 is an overview of the Ground T&R Program. Chapter 2 lists the Marine Corps tasks supported by the Music community. Chapter 3 contains collective events. Chapters 4 through 9 contain individual events specific to a particular MOS and/or billet, as noted. Appendix A contains acronyms and Appendix B contains terms and definitions.

1005. T&R EVENT COMPOSITION

1. An example of a collective T&R event is provided in figure 1-1 and an example of an individual T&R event is provided in figure 1-2. Events shown in figures are for illustrative purposes only and are not actual T&R events.

XXXX-XXXX-####: Provide interior guard.

SUPPORTED MET(S):
MCT #.#.#

EVALUATION CODED: YES/NO   **SUSTAINMENT INTERVAL:** 12 months

DESCRIPTION: Text

CONDITION: Text

STANDARD: Text

EVENT COMPONENTS:
1. Event component.
2. Event component.
3. Event component.
4. Event component.

PREREQUISITE EVENTS:
XXXX-XXXX-####   XXXX-XXXX-####

CHAINED EVENTS:
XXXX-XXXX-####   XXXX-XXXX-####

RELATED EVENTS:
XXXX-XXXX-####   XXXX-XXXX-####

REFERENCES:
1. Reference
2. Reference
3. Reference

SUPPORT REQUIREMENTS:

  EQUIPMENT: XXX

MISCELLANEOUS: XXX

  ADMINISTRATIVE INSTRUCTIONS: XXX

Figure 1-1: Example of a Collective T&R Event

XXXX-XXXX-####: Stand a sentry post.

EVALUATION CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

DESCRIPTION: Text

MOS PERFORMING: ####, ####

GRADES: XXX, XXX

INITIAL TRAINING SETTING: XXX

CONDITION: Text

STANDARD: Text

PERFORMANCE STEPS:
1. Event component.
2. Event component.
3. Event component.

PREREQUISITE EVENTS:
XXXX-XXXX-####   XXXX-XXXX-####

RELATED EVENTS:
XXXX-XXXX-####   XXXX-XXXX-####

REFERENCES:
1. Reference
2. Reference
3. Reference

SUPPORT REQUIREMENTS:

  EQUIPMENT: XXX

MISCELLANEOUS: XXX

  ADMINISTRATIVE INSTRUCTIONS: XXX

Figure 1-2: Example of an Individual T&R Event

2. Event Code. The event code consists of three sets of characters as shown in figure 1-3:
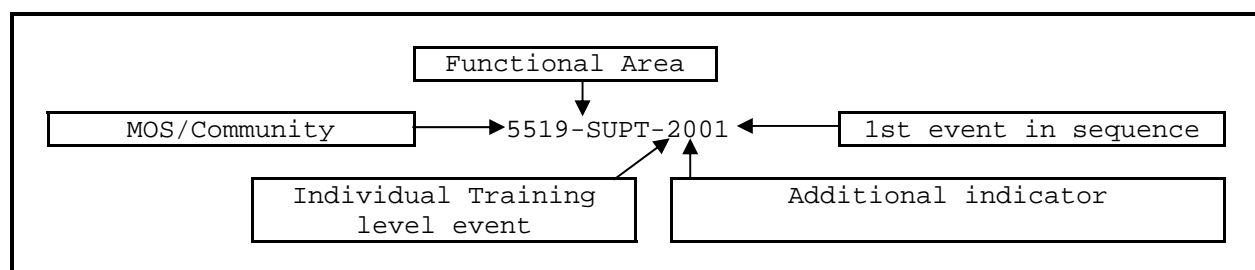

Figure 1-3: T&R Event Coding

    a. The first set of characters indicates the main MOS or community (e.g., 5502, 5523, or MUSC) that performs the event.

    b. The second set of characters indicates functional or duty area (e.g., AUDN, PERF, REHL, etc.). Categorizing events with the use of a recognizable code makes the type of skill or capability being referenced fairly obvious.

c. The third set of characters is broken down further into the event level, additional indicator (if applicable), and sequence.

(1) Event levels. The character in the thousands digit indicates the level and defines whether the event is performed by an individual (1000- and 2000-level) or by a collective unit, with the relative size of the unit performing the event indicated by the number (3000- through 9000-level). Note that the titles for the various echelons are examples only and are not exclusive. Some collective events levels may not apply to all T&R manuals. Event levels are shown in figure 1-4.

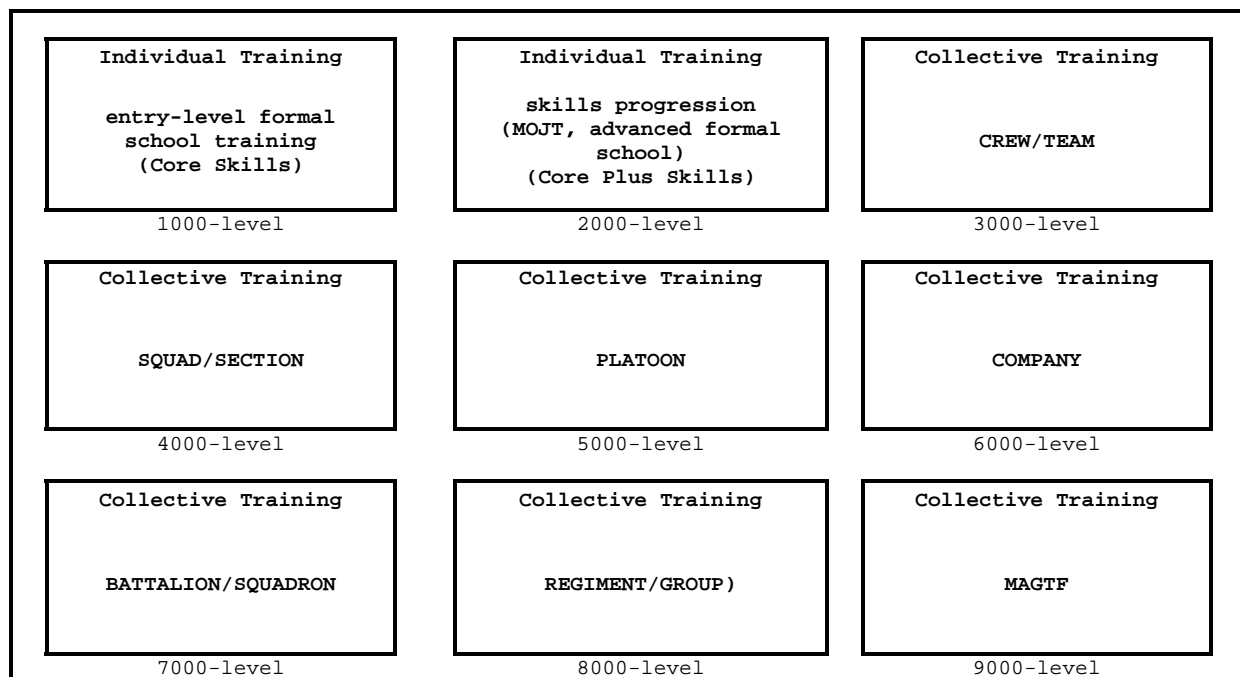|		
Individual Training **entry-level formal school training** **(Core Skills)**	**Individual Training** **skills progression** **(MOJT, advanced formal school)** **(Core Plus Skills)**	**Collective Training** **CREW/TEAM**
1000-level	2000-level	3000-level
Collective Training **SQUAD/SECTION**	**Collective Training** **PLATOON**	**Collective Training** **COMPANY**
4000-level	5000-level	6000-level
Collective Training **BATTALION/SQUADRON**	**Collective Training** **REGIMENT/GROUP)**	**Collective Training** **MAGTF**
7000-level	8000-level	9000-level

Figure 1-4: T&R Event Levels

(2) Additional indicator. The usage of a number used in the hundreds digit varies. When used in a T&R manual, the additional indicator methodology will be described in the relevant chapter(s).

(3) Sequence. The last two numbers indicate the sequence of the event. All events with the same MOS/community, functional area, and level codes will be grouped together.

3. Title. The name of the event. The event title contains one action verb and ideally, one object noun.

4. Evaluation Coded. A "Yes" indicates that a collective event is something that the Marine Corps has determined that a unit must be able to perform in order or that unit to be considered fully ready for operations. These evaluation-coded (E-coded) events represent the basic level of readiness for a unit. E-coded events are derived from the training measures of effectiveness for the METs assessed as a percentage of the successfully completed and current (within sustainment interval) E-coded events. Most E-coded events will be for battalion-sized units and higher since those are the

units that report in DRRS. However, if the Marine Corps has determined that the readiness of a lower echelon unit is vital to the accomplishment of the supported unit's MET, then that lower echelon collective event may also be E-coded. Other collective events and all individual events will have a "No" to indicate that they are not evaluation-coded.

5. Supported MCT(s). List all MCTs that are supported by the collective training event, even if those events are not listed as a measure of effectiveness (MOE) in a MET.

6. Sustainment Interval. This is the period, expressed as a number of months, between demonstration of performance mastery and the requirement for retraining if mastery is not demonstrated during that period.

7. Billet/MOS. These fields designate who is responsible for performing the event. When formal training is associated with event, individuals in the associated billet(s)/MOS(s).

8. Grade. This field indicates the rank at which Marines are required to perform the event.
9. Description. This field allows an explanation of the event purpose, objectives, goals, and requirements. It is a general description of an action requiring learned skills and knowledge (i.e., engage fixed target with crew-served weapons). Event descriptions are required for collective events, but optional for individual events.

10. Condition. Condition refers to the environment in which the task must be performed. It must also identify the limitations that may affect event performance in a real-world environment. It indicates what is provided (equipment, tools, materials, manuals, aids, etc.), environmental factors or conditions under which the task is to be performed, and any specific cues or indicators to which the performer must respond. Commanders can modify the conditions of the event to best prepare Marines to accomplish the assigned mission (e.g., in a desert environment; in a mountain environment; etc.). When resources or safety requirements limit the conditions, this should be stated. The content of the condition should be included in the event on a "by exception" basis. If there exists an assumption regarding the conditions under which all or most of the events in the manual will be performed, then only those additional or exceptional items required should be listed in the condition. The common conditions under which all the events in a chapter will be executed will be listed as a separate paragraph at the beginning of the chapter.

11. Standard. The performance standard indicates the basis for judging the effectiveness of the performance. It identifies the proficiency level expected when the task is performed. The standard provides the minimum acceptable performance parameters. The standard for collective events will likely be general, describing the desired end-state or purpose of the event. The standard for individual events will be objective, quantifiable, and readily observable. Standards will more specifically describe the proficiency level, specified in terms of accuracy, completeness, time required, and sequencing to which the event is to be accomplished.

12. Event Components/Performance Steps. This is a list of the actions that the event is composed of, or a list of subordinate T&R event descriptions. These help the user determine what must be accomplished and to properly plan for the event. Event components are used for collective events; performance steps are used for individual events.

    a. The event components and performance steps will be employed as the basis for performance evaluation check lists by the operating forces.

    b. Event components may be either lower level collective events or individual events, indicating aspects of the event that are performed by the entire unit and individuals within the unit. Event components will correspond with the task titles of the related events, allowing for chaining of the events (see below).

13. Prerequisite Events. Prerequisites are academic training or other T&R events that must be completed prior to attempting the event. They are lower-level events that give the individual/unit the skills required to accomplish the event. They can also be planning steps, administrative requirements, or specific parameters that build toward mission accomplishment.

14. Chained Events. Collective T&R events are supported by lower-level collective and individual T&R events. This enables unit leaders to effectively identify subordinate T&R events that ultimately support specific Marine Corps tasks. When the accomplishment of any upper-level events, by their nature, result in the performance of certain subordinate events, the events are "chained." The completion of higher level events will update sustainment interval credit (and CRP for E-coded events) for the subordinate level chained events.

15. Related ITEs. A list of all of the individual training events (1000-2000-level events) that directly support the accomplishment of another event of the same level.

16. Initial Training Setting. All individual events will designate the setting at which the skill is first taught, either through formal training (Formal), managed on the job training (MOJT), or distance learning (DL). Formal training is conducted at a formal school. MOJT occurs within the operating forces and is the responsibility of leaders. DL products include correspondence courses and training conducted via computer applications.

17. References. The training references assist the trainee in satisfying the performance standards, or the trainer in evaluating the effectiveness of task completion. T&R manuals are designed to be a training outline, not to replicate or replace doctrinal publications, reference publications or technical references. References are key to developing detailed lesson plans, determining grading criteria, and ensuring standardization of training. The references listing for each event is representative of those that are most commonly used and are not encyclopedic.

18. Distance Learning Products (DL). Distance learning products include: individual multimedia instruction (IMI), computer-based training (CBT), Marine Corps Institute (MCI), etc. This notation is included when the event

can be taught via one of these media vice attending a formal course of
instruction or receiving MOJT.

19. <u>Support Requirements</u>. This is a list of the external and internal
support the unit and Marines will need to complete the event. This is a key
section in the overall T&R effort, as resources will eventually be tied
directly to the training and future efforts to attain and allocate resources
will be based on the requirements outlined in the T&R manual. The list
includes, but is not limited to:

- •Range(s)/Training Area
- •Ordnance
- •Equipment
- •Materials
- •Other Units/Personnel

Where applicable, the ordnance requirements for one year of training for the
events in the T&R manual will be aggregated into a table contained in an
appendix to the T&R.

20. <u>Suitability of Modeling and Simulation for Sustainment</u>. If the
occupational advocate determines that an event can be trained to standard by
use of modeling or simulation, this will be noted in the event title in a
parenthetical remark. Figure 4-1 contains all acceptable codes for inclusion
in this parenthetical remark. The specific modeling or simulation that is
acceptable for optional or required training will be noted in the description
block and in miscellaneous block. Modeling and simulation, per reference (a)
is defined as: The use of models, including emulators, prototypes,
simulators, and stimulators, either statically or over time, to develop data
as a basis for making managerial or technical decisions. For events that
have simulation as an optional choice, the specific portions of the event
that may be trained by the identified simulator should be noted as well.

Code	Requirement
P	Event performed in platform only
L	Event able to be performed to standard only live environment
S	Event performed only with simulator
P/S	Event performed in platform preferred/simulator optional
S/P	Event performed in simulator preferred/platform optional
L/S	Event performed live preferred/simulator optional
S/L	Event performed in simulator preferred/live optional

Figure 4-1: Acceptable Codes

    a. Simulation should be used in lieu of live training (particularly when
resources to support the event are constrained); or at the commander's
discretion, used as a precursor to live training in order to help maximize
and enhance the live training event.

    b. This task can be supported by self-paced, CBT, (e.g., MarineNet).

    c. Modeling and Simulation Terms (terms are refined from reference (a)
as necessary):

(1) Simulation - Any actions that will be performed to achieve effects on a notional enemy and/or actions undertaken that assume the presence of an enemy.

(2) Simulator - Any device external to or in place of the materials or conditions identified in the condition statement of a T&R event to assist in simulating the presence of the enemy.

(3) Combat - Marines conducting actions with actual table of equipment; actual higher, adjacent and subordinate forces; and live ammunition against live, hostile opponents.

(4) Live - Marines conducting actions with actual table of equipment; actual higher, adjacent and subordinate forces; and live ammunition against notional opponents. Implies integration between the various echelons.

(5) Live/Constructive - Marines conducting actions with actual table of equipment; actual or notional higher, adjacent and subordinate forces; and without live ammunition against notional opponents. If there are integrations between the various echelons, this is an integrated live/constructive environment.

(6) Constructive - Marines conducting actions with approximations of table of equipment; actual or notional higher, adjacent and subordinate forces; and without live ammunition against notional opponents. If there are integrations between the various echelons, this is an integrated constructive environment.

(7) Virtual - Marines conducting actions with approximations of table of equipment; notional higher, adjacent and subordinate forces; and without live ammunition against notional opponents.

(8) Distance Learning - Any instruction and evaluation delivered to the student electronically or via mail.

21. Miscellaneous

   a. This field provides space for any additional information that will assist in the planning and execution of the event. Units and formal schools are cautioned not to disregard this information or to consider the information of lesser importance than what is contained in other parts of the T&R event. Miscellaneous fields provide an opportunity for the drafters of the T&R event to communicate vital information that might not fit neatly into any other available field. The list may include, but is not limited to:

   •Admin Instructions
   •Special Personnel Certifications
   •Equipment Operating Hours
   •Road Miles

1006. CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR. In accordance with MCO 3400.3F all active duty Marines are required to conduct CBRN training on an annual basis. All training plans for the operating forces and supporting

establishments will include the Marine Corps Common Skills CBRN T&R events established to meet this service directed requirement. All units will ensure that personnel are able to execute individual and collective MOS requirements in a CBRN environment, based on resources, time available, and unit mission.

1007. <u>OPERATIONAL RISK MANAGEMENT</u>. All active duty Marines are required to conduct ORM training on an annual basis. The ORM process is used by Marines at all levels to increase operational effectiveness by anticipating hazards and reducing the potential for loss, thereby increasing the probability of a successful mission. ORM assists the commander in determining the balance between training realism and unnecessary risks in training, the impact of training operations on the environment, and the adjustment of training plans to fit the level of proficiency and experience of Sailors/Marines and leaders. Further guidance for ORM is found in MCO 3500.27B.

MUSIC T&R MANUAL

CHAPTER 2

MARINE CORPS TASKS

MUSIC T&R MANUAL

CHAPTER 2

MARINE CORPS TASKS

2000. MARINE CORPS TASKS (MCT). The Music T&R manual does not contain Defense Readiness Reporting System (DRRS) reportable METs. Although the events (individual and/or collective) contained in this manual are not directly linked to reportable Mission Essential Tasks, they directly support the Marine Corps' ability to meet capabilities identified in the Marine Corps Task List (MCO 3500.26_). The MCT table lists the MCTL task supported by the Music community.

2001. <u>MUSIC MCTs</u>

    a. MOS 55XX supports the following MCT:

MARINE CORPS TASK	DESCRIPTION
MCT 4.6.2.6	Provide Band

MUSIC T&R MANUAL

CHAPTER 3

COLLECTIVE EVENTS

MUSIC T&R MANUAL

CHAPTER 3

COLLECTIVE EVENTS

3000. PURPOSE. Chapter 3 contains collective training events for the Music Community.

3001. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

a. Field one. This field represents the community. This chapter contains the following community codes:

Code	Description
MUSC	Music

b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

Code	Description
PERF	Performance
SUPT	Support

c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

Code	Description
5000	Concert and Ceremonial Bands
4000	Jazz Ensemble, Show Band, Small Ensembles, and Combo
3000	Training Support; Administrative Support; Music Library Support; Public Affairs Support; Sound Reinforcement and Recording Support; Supply Support; and Loading and Transportation Support

3002. INDEX OF COLLECTIVE EVENTS

EVENT CODE	E-CODED	EVENT	PAGE
5000-LEVEL			
MUSC-PERF-5001		Perform field drill	3-5
MUSC-PERF-5002		Perform ceremonial Band music	3-6
MUSC-PERF-5003		Perform concert Band music	3-7
4000-LEVEL			
MUSC-PERF-4001		Perform small ensemble concert	3-8

3000-LEVEL			
MUSC-SUPT-3001		Provide Administrative Support	3-9
MUSC-SUPT-3002		Provide Music Library Support	3-10
MUSC-SUPT-3003		Provide Public Affairs Support	3-11
MUSC-SUPT-3004		Provide Sound Reinforcement and Recording Support	3-12
MUSC-SUPT-3005		Provide Supply Support	3-13
MUSC-SUPT-3006		Provide Loading and Transportation Support	3-14
MUSC-SUPT-3007		Provide Training Support	3-15

3003. 5000-LEVEL EVENTS DESCRIPTION

1. Concert Band. The concert band performs all types of traditional band music and transcriptions. This group uses all the musicians assigned to the unit and may include members of the band's command element. Music amplification and "recording" equipment is normally used during concert band rehearsals and performances to enhance sound, compensate for poor acoustics, to record performances, as well as provide for announcements, introductions and narrations.

2. Ceremonial Band. The ceremonial band performs official ceremonial music, marches, patriotic music, and is the primary ceremonial unit. This unit normally has 44 members. Typically, musicians who perform Oboe, Bassoon, Electric Bass, Piano and Electric Guitar are not assigned to this ensemble. If manning shortfalls are critical, these musicians can perform a secondary instrument in the band (MCO P1200.7).

3004. 4000-LEVEL EVENT DESCRIPTION

1. Jazz Ensemble. The jazz ensemble performs jazz, which includes swing, Latin, and all contemporary styles. This unit has 15 to 20 members. Standard instrumentation calls for saxophone, trumpet, trombone, percussion, electric bass, piano, and guitar. Music amplification must be considered as an integral part of the instrumentation of this ensemble to enhance the sound, compensate for poor acoustics, provide for announcements, and amplify solos.

2. Show Band. The show band performs rock, pop, and other contemporary music styles. This unit has five to 15 members. Standard instrumentation calls for Keyboard, Guitar, Electric Bass, Percussion, and Vocals. A horn section including Saxophone, Trumpet, and Trombone may be added as appropriate for the music being performed. Music amplification must be considered as an integral part of the instrumentation of this ensemble to enhance the sound, compensate for poor acoustics, provide for announcements, and to amplify solos.

3. Small Ensembles. Small ensembles (brass band, quintets, quartets, trios, piano soloists, etc.) provide music for official military and civilian missions. These ensembles provide an alternative to the larger musical units within the band in those cases where limited space, funds or transportation are a factor or when particular musical considerations would render a smaller

ensemble more appropriate or effective and provide for training opportunities.

4. Combo. The combo performs jazz, swing, rock and other styles of popular music. This ensemble is normally comprised of three to eight musicians, and requires the use of amplification to achieve the characteristic sound expected by audiences. Soloists, when available, require amplification to be heard and blend with the ensemble.

3005. 3000-LEVEL EVENTS DESCRIPTION

1. Administrative Support. The Band's Administration Section is responsible for creating and maintaining all records and correspondence pertaining to organizational and operational requirements. All administrative requirements are fulfilled according to current directives. Personnel assigned to the Band Administration Section must be knowledgeable in all administrative requirements pertaining to the organization and operation of the Band.

2. Music Library Support. A well-balanced music library is vital to accomplishing the Band's primary mission. The careful selection and diligent safeguard of music publications is particularly important to Marine Corps Bands because of the increasing cost of music. Further, many early band arrangements stored in Marine Corps Band libraries are no longer in print. All library materials are maintained with the same care and attention as official records and publications.

3. Public Affairs Support. The Band's Public Affairs Section is responsible for supporting the specific goals, as directed by the Commanding General, to meet the unique requirements of the command as it relates to the surrounding community and the command's geographic area of responsibility. Additionally, the Public Affairs Section is tasked to create and increase public awareness and understanding of the Marine Corps and its missions; as well as cultivating an appreciation of our heritage, traditions, standards and historic contributions to the preservation of freedom.

4. Sound Reinforcement and Recording Support

   a. This section is responsible for providing sound reinforcement and recording of performances for the Band as needed. When used within the Concert Band, sound reinforcement is used to enhance sound, compensate for poor acoustics as well as provide for announcements, introductions and narrations. When used within smaller ensembles, sound reinforcement must be considered as an integral part of the instrumentation; greatly enhancing sound projection, compensating for poor acoustics, providing for announcements, and amplifying instruments that are typical of popular music. Vocalists, when available, require amplification to be heard and blend within most ensembles.

   b. When a Marine Corps Band is unable to provide live musical support, recorded music is an alternative. Requests are typically limited to music required for military ceremonies, functions, or rehearsals for such events. All recorded support is considered an official commitment and must comply with applicable copyright regulations.

5. <u>Supply Support</u>. The Band's Supply Section provides logistical support to accomplish the unit's mission and training as directed by DoD regulations and local commander's guidance. This is accomplished through research, procurement, receipt of, and control of all instruments, supplies, and equipment.

6. <u>Loading and Transportation Support</u>. The Band's Loading and Transportation Section is responsible for securing appropriate vehicle support for Band operations. As the direct liaison with the local Motor Transportation Office, they are responsible for adherence to all applicable policies, guidance, and regulations while ensuring mission requirements are met. The Loading and Transportation Section is responsible for the creation and implementation of transportation manifests and travel plans to meet mission requirements while ensuring safety and accountability of all equipment and gear during official movements.

7. <u>Training Support</u>. Marksmanship, physical fitness, Marine Corps Common Skills Training and professional development in leadership are required for all Marine Corps musicians to maintain both technical and tactical proficiency. The Band's Training Section is responsible for the execution and reporting of all training requirements. Bands must receive adequate time for military training and professional development. Commanding Generals or their designated representatives must ensure that the Band plans Unit Sustainment Training (UST) as an operational commitment. Because Marine Corps Bands are minimally staffed to execute their musical functions, Commanding Generals or their designated representatives must allow the Band to maintain unit integrity when participating in training requirements.

3006. 5000-LEVEL EVENTS

MUSC-PERF-5001: Perform field drill

SUPPORTED MET(S): None

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 1 month

CONDITION: Given assigned personnel, in appropriately designed performance space with required musical equipment, designated sequence, and designated music.

STANDARD: To ensure a musical program appropriate for the venue, audience, and occasion is performed to industry standards.

EVENT COMPONENTS:
1. Provide internal support for Band operations.
2. Rehearse field drill.
3. Conduct on-site preparation for performance.
4. Execute performance plan.

CHAINED EVENTS:
5502-AUDN-2001	5502-PERF-2001	5519-AUDN-2001
5519-PERF-2001	5519-TRNG-2001	5521-AUDN-2001
5521-PERF-2001	5521-TRNG-2001	5522-AUDN-2001

5522-PERF-2002	5522-PERF-2003	5522-TRNG-2001
5524-PERF-1001	5524-PERF-1002	5524-PERF-1003
5524-PERF-1004	5524-AUDN-2001	5524-PERF-2002
5524-PERF-2005	5524-PERF-2006	5524-PERF-2007
5524-PERF-2008	5524-REHL-2001	MUSC-SUPT-3001
MUSC-SUPT-3002	MUSC-SUPT-3003	MUSC-SUPT-3004
MUSC-SUPT-3005	MUSC-SUPT-3006	

REFERENCES:
1. MCO 5000.18_ Marine Corps Band Manual
2. NAVMC 2691 w/CH 1 Marine Corps Drill and Ceremonies Manual
3. U. S. Navy Regulations W/CH 1 Chapter 12 - Flags, Pennants, Honors, Ceremonies, and Customs

SUPPORT REQUIREMENTS:

AIRCRAFT: Provide appropriate aircraft to transport all personnel and equipment from home station to performance location.

ROOMS/BUILDINGS: An appropriate rehearsal facility or area

EQUIPMENT: Appropriate musical instruments, musical equipment, and video recording equipment as required.

MATERIAL: Appropriate sheet music and logistical supplies.

UNITS/PERSONNEL: All Band personnel, as needed

OTHER SUPPORT REQUIREMENTS: Provide appropriate aircraft, buses, equipment trucks, or vans to transport all personnel and equipment from home station to performance location.

MUSC-PERF-5002: Perform ceremonial Band music

SUPPORTED MET(S): None

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 1 month

CONDITION: Given assigned personnel in appropriately designed performance space with required musical equipment, designated sequence, and designated music.

STANDARD: To ensure a musical program appropriate for the venue, audience, and occasion is performed per industry standards.

EVENT COMPONENTS:
1. Provide internal support for Band operations.
2. Rehearse ceremonial music.
3. Conduct on-site preparation for performance.
4. Execute performance plan.

CHAINED EVENTS:

5502-AUDN-2001	5502-PERF-2001	5519-AUDN-2001
5519-PERF-2001	5519-TRNG-2001	5521-AUDN-2001
5521-TRNG-2001	5522-AUDN-2001	5522-PERF-2002
5522-PERF-2003	5522-TRNG-2001	5524-PERF-1001
5524-PERF-1002	5524-PERF-1003	5524-AUDN-2001
5524-PERF-2002	5524-PERF-2005	5524-PERF-2006
5524-PERF-2007	5524-PERF-2008	5524-REHL-2001
MUSC-SUPT-3001	MUSC-SUPT-3002	MUSC-SUPT-3003
MUSC-SUPT-3004	MUSC-SUPT-3005	MUSC-SUPT-3006

REFERENCES:
1. MCO 5000.18_ Marine Corps Band Manual
2. NAVMC 2691 w/CH 1 Marine Corps Drill and Ceremonies Manual
3. U. S. Navy Regulations w/CH 1 Chapter 12 - Flags, Pennants, Honors, Ceremonies, and Customs

SUPPORT REQUIREMENTS:

TRANSPORTATION: Provide appropriate aircraft to transport all personnel and equipment from home station to performance location.

ROOMS/BUILDINGS: An appropriate performance facility or area.

EQUIPMENT: Appropriate musical instruments, musical equipment, and video recording equipment as required.

MATERIAL: Appropriate sheet music and logistical supplies.

UNITS/PERSONNEL: All Band personnel, as needed

OTHER SUPPORT REQUIREMENTS: Provide appropriate buses, equipment trucks, or vans to transport all personnel and equipment from home station to performance location.

MUSC-PERF-5003: Perform concert Band music

SUPPORTED MET(S): None

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 1 month

CONDITION: Given assigned personnel, in appropriately designed performance space with required musical equipment, designated sequence, and designated music.

STANDARD: To ensure a musical program appropriate for the venue, audience, and occasion, is performed per industry standards.

EVENT COMPONENTS:
1. Provide internal support for Band operations.
2. Rehearse Concert Band.
3. Conduct on-site preparation for performance.
4. Execute performance plan.

CHAINED EVENTS:

5502-AUDN-2001	5502-PERF-2001	5519-AUDN-2001
5519-TRNG-2001	5521-AUDN-2001	5521-TRNG-2001
5522-AUDN-2001	5522-PERF-2002	5522-PERF-2003
5522-TRNG-2001	5524-AUDN-2001	5524-PERF-1001
5524-PERF-1002	5524-PERF-2002	5524-PERF-2005
5524-PERF-2006	5524-PERF-2007	5524-PERF-2008
5524-REHL-2001	MUSC-SUPT-3001	MUSC-SUPT-3002
MUSC-SUPT-3003	MUSC-SUPT-3004	MUSC-SUPT-3005
MUSC-SUPT-3006		

REFERENCE:
1. MCO 5000.18_ Marine Corps Band Manual

SUPPORT REQUIREMENTS:

TRANSPORTATION: Provide appropriate aircraft to transport all personnel and equipment from home station to performance location.

ROOMS/BUILDINGS: An appropriate performance facility or area.

EQUIPMENT: Appropriate musical instruments, musical equipment, and video recording equipment as required.

MATERIAL: Appropriate sheet music and logistical supplies.

UNITS/PERSONNEL: All Band personnel, as required.

OTHER SUPPORT REQUIREMENTS: Provide appropriate buses, equipment trucks, or vans to transport all personnel and equipment from home station to performance location.

3007. 4000-LEVEL EVENTS

MUSC-PERF-4001: Perform small ensemble concert

SUPPORTED MET(S): None

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 1 month

DESCRIPTION: Required small ensembles are defined in MCO 5000.18_ Marine Corps Band Manual.

CONDITION: Given an approved commitment request, an equipped small ensemble, designated music, and appropriate performance venue.

STANDARD: To ensure a musical program appropriate for the venue, audience, and occasion is performed per industry standards.

EVENT COMPONENTS:
1. Provide internal support for Band operations.
2. Rehearse small ensemble music.

3. Conduct onsite preparation for performance.
4. Conduct final coordination with sponsor.

CHAINED EVENTS:

5502-AUDN-2001	5502-PERF-2001	5519-AUDN-2001
5519-TRNG-2001	5521-AUDN-2001	5521-TRNG-2001
5522-AUDN-2001	5522-PERF-2001	5522-PERF-2002
5522-PERF-2003	5522-TRNG-2001	5524-PERF-1001
5524-PERF-1002	5524-PERF-2002	5524-PERF-2003
5524-PERF-2005	5524-PERF-2006	5524-PERF-2007
5524-PERF-2008	5524-REHL-2001	5524-AUDN-2501
MUSC-SUPT-3001	MUSC-SUPT-3002	MUSC-SUPT-3003
MUSC-SUPT-3004	MUSC-SUPT-3005	MUSC-SUPT-3006

REFERENCE:
1. MCO 5000.18_ Marine Corps Band Manual

SUPPORT REQUIREMENTS:

TRANSPORTATION: Appropriate aircraft able to carry all required personnel and Band equipment to approved performance location.

ROOMS/BUILDINGS: An appropriate performance facility/venue.

EQUIPMENT: Appropriate musical instruments, musical equipment, and sound reinforcement and recording equipment.

MATERIAL: Appropriate sheet music and musical supplies.

UNITS/PERSONNEL: Support personnel, as required.

OTHER SUPPORT REQUIREMENTS: Provide appropriate aircraft, buses, equipment trucks, or vans to transport all personnel and equipment from home station to performance location.

3008. 3000-LEVEL EVENTS

MUSC-SUPT-3001: Provide Administrative Support

SUPPORTED MET(S): None

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

CONDITION: Given assigned band personnel, operations plan, commitment and training schedule.

STANDARD: To ensure all organizational, operational and administrative requirements are fulfilled in accordance with MCO 5000.18_.

EVENT COMPONENTS:
1. Process naval correspondence.
2. Process naval messages.

3. Manage correspondence files.
4. Manage Directives Control Point.
5. Review command issued directives.

CHAINED EVENTS:
5502-ADMN-2001	5502-ADMN-2002	5502-PLAN-2002
5502-PLAN-2003	5502-SUPT-2002	5519-PLAN-2001
5519-SUPT-2001	5521-PLAN-2001	5521-SUPT-2001
5521-SUPT-2002	5522-PLAN-2001	5522-SUPT-2002
5524-PLAN-2501	5524-PLAN-2502	5524-PLAN-2503
5524-SUPT-2003	5524-SUPT-2501	5524-SUPT-2502

REFERENCES:
1. MCO 5000.18_ Marine Corps Band Manual
2. SECNAVINST 5216.5 w/CH 1-2 Department of the Navy (DON) Correspondence Manual
3. SECNAVINST M-5210.2 Standard Subject Identification Code (SSIC) Manual
4. UFC 4-171-04 AN Department of Defense Design Guide - Band Training Facilities

SUPPORT REQUIREMENTS:

ROOMS/BUILDINGS: An appropriate meeting and records storage facility.

EQUIPMENT: Appropriate computer and support equipment.

MATERIAL: Appropriate logistical and administrative supplies.

UNITS/PERSONNEL: Detachment of Band personnel.

MUSC-SUPT-3002: Provide Music Library Support

SUPPORTED MET(S): None

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

CONDITION: Given assigned Band personnel, required library materials, sheet music, music texts, reference materials, and music publications.

STANDARD: To ensure all required music materials are on hand, current, properly accounted for, and maintained in an organized manner.

EVENT COMPONENTS:
1. Issue music publications to Band personnel, as necessary.
2. Request new publication purchases from Supply Section.
3. Maintain updated inventory of all required musical publications.
4. Maintain performance log.

CHAINED EVENTS:
5502-ADMN-2001	5502-PLAN-2002	5519-PLAN-2001	5519-SUPT-2002
5521-PLAN-2001	5522-PLAN-2001	5523-FISC-2001	5523-FISC-2002
5523-SUPT-2001	5523-SUPT-2002	5524-SUPT-2001	5524-PLAN-2501

5524-PLAN-2502   5524-SUPT-2501

REFERENCES:
1. The Music Performance Library, Russ Girsberger; Publisher: Meredith Music Publications
2. MCO 5000.18_ Marine Corps Band Manual
3. Public Law 94-553 Federal Copyright Act, Title 17 of U.S. Code
4. UFC 4-171-04 AN Department of Defense Design Guide - Band Training Facilities

SUPPORT REQUIREMENTS:

  ROOMS/BUILDINGS: An appropriate meeting and storage facility.

  EQUIPMENT: Appropriate computer equipment, computer support, and storage equipment.

  MATERIAL: Appropriate logistical and administrative supplies.

  UNITS/PERSONNEL: Detachment of Band personnel.

MUSC-SUPT-3003: Provide Public Affairs Support

SUPPORTED MET(S): None

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

CONDITION: Given assigned band personnel, an operational plan, the command's concept of operations for surrounding communities, and approved commitments.

STANDARD: To enhance community awareness by providing accurate and timely information of units operations to maximize attendance at public performances.

EVENT COMPONENTS:
1. Liaise with command Public Affairs Office (PAO).
2. Liaise with appropriate Marine Corps District (MCD) Musician Technical Assistant (MTA) upon scheduling of commitment.
3. Liaise with appropriate MCD Public Affairs (PA) Representative upon scheduling of commitment.
4. Liaise with appropriate local recruiter upon scheduling of commitment.
5. Maintain band web site
6. Maintain applicable social media platforms.
7. Maintain Band press packages.
8. Populate www.marines.mil "In the Community" calendar with all public performance information.

CHAINED EVENTS:
5502-ADMN-2001	5502-CREL-2001	5502-PLAN-2002	5519-CREL-2001
5519-PLAN-2001	5519-SUPT-2003	5521-CREL-2001	5521-PLAN-2001
5522-CREL-2001	5522-PLAN-2002	5524-ADMN-2001	5524-PERF-2001
5524-CREL-2501	5524-PLAN-2501	5524-PLAN-2502	5524-SUPT-2501

REFERENCES:
1. MCO 5720.77 Marine Corps Public Affairs (PA) Order
2. MCO 5750.1_ Manual for the Marine Corps Historical Program
3. MCO 5000.18_ Marine Corps Band Manual
4. SECNAVINST 5720.44_ Department of the Navy Public Affairs Policy & Regulations
5. UFC 4-171-04 AN Department of Defense Design Guide - Band Training Facilities

SUPPORT REQUIREMENTS:

ROOMS/BUILDINGS: An appropriate meeting and storage facility.

EQUIPMENT: Appropriate computer equipment, computer support, and digital photography equipment.

MATERIAL: Appropriate press packages, photographs, Band historical records, and administrative and logistical supplies.

UNITS/PERSONNEL: Detachment of Band personnel.

MUSC-SUPT-3004: Provide Sound Reinforcement and Recording Support

SUPPORTED MET(S): None

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

DESCRIPTION: This Section maintains both sound reinforcement and audio/visual recording capabilities in both live performances and rehearsals.

CONDITION: Given sound reinforcement and audio/visual recording requirements, designated ensemble, proper equipment, sound crew, and performance venue.

STANDARD: To ensure industry standard quality sound reinforcement and audio/visual recordings.

EVENT COMPONENTS:
1. Operate audio/visual equipment as required.
2. Provide recorded music to sponsor upon non-availability of live musical support.

CHAINED EVENTS:

5502-ADMN-2001	5502-PLAN-2002	5519-PLAN-2001
5521-PLAN-2001	5522-PLAN-2001	5522-SUPT-2002
5523-FISC-2001	5523-FISC-2002	5523-SUPT-2001
5523-SUPT-2002	5523-SUPT-2003	5523-SUPT-2005
5524-PERF-2004	5524-PERF-2009	5524-PLAN-2501
5524-PLAN-2502	5524-SUPT-2003	5524-SUPT-2501

REFERENCE:

1. MCO 5000.18_ Marine Corps Band Manual
2. UFC 4-171-04 AN Department of Defense Design Guide - Band Training Facilities
3. Basic Live Sound Reinforcement – a Practical Guide for Starting Live Audio, Raven Biederman and Penny Pattison,
4. The Art of Mixing, David Gibson
5. Audio Mixing Boot Camp, Bobby Owsinski
6. Yamaha Sound Reinforcement Handbook, Gary Davis and Ralph Jones
7. Live Sound Mixing, Duncan Fry
8. Audio Ear Training CD, Golden Ears, Volume 1: Frequencies

SUPPORT REQUIREMENTS:

ROOMS/BUILDINGS: An acoustically designed recording studio and appropriate performance venue.

EQUIPMENT: Industry standard computer equipment, peripherals, software, sound reinforcement, and audio recording equipment capable of producing high quality digital audio/visual recordings.

MATERIAL: Appropriate pre-recorded and blank media, administrative, and logistical supplies.

UNITS/PERSONNEL: Detachment of Band personnel.

MUSC-SUPT-3005: Provide Supply Support

SUPPORTED MET(S): None

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

CONDITION: Given an annual budget, music materials/publications sources, supply personnel, administrative supplies, inventory record, and computer.

STANDARD: To ensure all required instruments, Band equipment, music, publications, and support equipment are on hand, current, and properly procured and controlled.

EVENT COMPONENTS:
1. Issue musical instruments/Band equipment.
2. Maintain appropriate inventory for mission capabilities.
3. Procure musical materials/publications.
4. Procure musical instruments/Band equipment.
5. Procure organizational clothing/equipment.
6. Procure support equipment, as needed.
7. Procure maintenance/repair equipment.
8. Maintain regular accountability of equipment listed on the unit's inventory.

CHAINED EVENTS:
5502-ADMN-2001	5502-PLAN-2002	5502-SUPT-2001
5502-SUPT-2003	5502-SUPT-2004	5502-SUPT-2005

5519-PLAN-2001	5519-SUPT-2002	5521-PLAN-2001
5522-PLAN-2001	5523-ADMN-2001	5523-FISC-2001
5523-FISC-2002	5523-MANT-2001	5523-MANT-2002
5523-MANT-2003	5523-MANT-2004	5523-SUPT-200
5523-SUPT-2002	5523-SUPT-2003	5523-SUPT-2004
5523-SUPT-2005	5524-MANT-1001	5524-MANT-1002
5524-MANT-1003	5524-MANT-1004	5524-PLAN-2501
5524-PLAN-2502	5524-SUPT-2002	5524-SUPT-2501

REFERENCES:
1. MCO P4200.15 Marine Corps Purchasing Procedures Manual
2. MCO P4400.150_ Consumer Level Supply Policy Manual
3. MCO 5000.18_ Marine Corps Band Manual
4. UFC 4-171-04 AN Department of Defense Design Guide - Band Training Facilities

SUPPORT REQUIREMENTS:

ROOMS/BUILDINGS: A climate-controlled secure storage environment.

EQUIPMENT: Appropriate musical instruments, appropriate musical equipment, administrative equipment, and computer.

MATERIAL: Appropriate musical supplies, Band instrument catalogs, supply catalogs, instrument repairs catalogs, music publication catalogs, and administrative and logistical supplies.

UNITS/PERSONNEL: Detachment of Band personnel.

MUSC-SUPT-3006: Provide Loading and Transportation Support

SUPPORTED MET(S): None

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

CONDITION: Given a mode of transportation, equipment, and loading crew.

STANDARD: To ensure all required equipment is efficiently loaded in a safe manner with 100% accuracy.

EVENT COMPONENTS:
1. Liaise with unit leader.
2. Create manifest.
3. Load/unload equipment.

CHAINED EVENTS:

5502-ADMN-2001	5502-PLAN-2002	5519-PLAN-2001
5521-PLAN-2001	5521-SUPT-2003	5521-SUPT-2004
5522-PLAN-2001	5524-PLAN-2501	5524-PLAN-2502
5524-SUPT-2005	5524-SUPT-2501	

REFERENCES:

1.   MCO 5100.8 Marine Corps Occupational Safety and Health (OSH) Policy Order
2.   MCO 5000.18_ Marine Corps Band Manual
3.   MCO 3500.27_ Operational Risk Management

SUPPORT REQUIREMENTS:

   ROOMS/BUILDINGS: Securable storage area.

   EQUIPMENT: Appropriate Personal Protective Equipment and necessary equipment securing devices.

   UNITS/PERSONNEL: A detachment of Band personnel.

MUSC-SUPT-3007: Provide Training Support

SUPPORTED MET(S): None

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

CONDITION: Given a unit sustainment training plan.

STANDARD: To ensure all required functions are completed in an efficient and timely manner.

EVENT COMPONENTS:
1.   Develop training schedules.
2.   Execute training.
3.   Evaluate results.
4.   Submit reports as required.

CHAINED EVENTS:
5502-ADMN-2001   5502-PLAN-2001   5502-PLAN-2002
5524-PLAN-2501   5524-PLAN-2502   5524-PLAN-2504
5524-SUPT-2005   5524-SUPT-2501

REFERENCES:
1.   MCRP 3-0A Unit Training Management Guide
2.   MCRP 3-0B How to Conduct Training
3.   MCO 5000.18_ Marine Corps Band Manual
4.   MCO 1553.3_ Unit Training Management (UTM) Program

SUPPORT REQUIREMENT:

   EQUIPMENT: Appropriate Personal Protective Equipment.

MUSIC T&R MANUAL

CHAPTER 4

MOS 5502 INDIVIDUAL EVENTS

MUSIC T&R MANUAL

CHAPTER 4

MOS 5502 INDIVIDUAL EVENTS

4000. PURPOSE. This chapter details the individual events that pertain to the Band Officer. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

4001. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology

   a. Field one. This field represents the occupational field or military occupational specialty (MOS). This chapter contains the following MOS code:

       Code   Description
       5502   Band Officer

   b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

       Code   Description
       ADMN   Administration
       AUDN   Audition
       CREL   Community Relations
       PERF   Performance
       PLAN   Planning
       SUPT   Support

   c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

       Code   Description
       2000   Core Plus Skills

   d. The individual task condition statement sets forth the real-world circumstances in which the task is to be performed. Condition statements describe the equipment, tools, materials, environmental or safety considerations, and resources need to perform the task and the assistance, location, etc. that relates to performance of the task. In a garrison or field environment and with the aid of references are common conditions for all Occupational Field 55 tasks unless otherwise noted.

4002. INDEX OF INDIVIDUAL EVENTS

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5502-PERF-2001	Lead Band in performance	4-6
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4003. 2000-LEVEL EVENTS

5502-ADMN-2001: Direct Band leadership

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5502

BILLETS: Band Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given Band personnel.

STANDARD: To ensure 100% mission capability.

PERFORMANCE STEPS:
1. Communicate commander's intent to Band leadership.
2. Evaluate execution of commander's intent.
3. Mentor assigned personnel.

REFERENCE:
1. MCO 5000.18_ Marine Corps Band Manual

  ADMINISTRATIVE NOTE: This event denotes a task which is initially taught in the Senior Musician and the Unit Leader Courses which are pre-requisites for selection to MOS 5502, Band Officer. They are considered MOJT upon a Band Officer's assignment to the operating forces and supporting

establishment.

5502-ADMN-2002: Submit Band command chronology

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5502

BILLETS: Band Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a draft Band command chronology.

STANDARD: To accurately capture the past operations of the unit.

PERFORMANCE STEPS:
1. Review draft command chronology.
2. Submit completed command chronology to higher headquarters.

REFERENCES:
1. MCO 5750.1_ Manual for the Marine Corps Historical Program
2. MCO 5000.18_ Marine Corps Band Manual

5502-AUDN-2001: Audition personnel

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

MOS PERFORMING: 5502

BILLETS: Band Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an instrumentalist with instrument, music stand, audition book, administrative materials, copy of auditionee's solo, metronome, and designated location.

STANDARD: To ascertain technical proficiency and ensuring 100% accuracy and consistency with the Audition Standards Manual.

PERFORMANCE STEPS:
1. Grade prepared material.
2. Grade performance of rudiments or scales.
3. Grade performance of sight reading material.
4. Average numerical score for all criteria.

REFERENCES:
1. MCO 5000.18_ Marine Corps Band Manual
2. MUSCOLINST 1300.1 Audition Standards Manual

   ADMINISTRATIVE NOTE: This event denotes a task which is initially taught in the Senior Musician and the Unit Leader Courses which are pre-requisites for selection to MOS 5502, Band Officer. They are considered MOJT upon a Band Officer's assignment to the operating forces and supporting establishment.

5502-AUDN-2002: Audition prospective applicant

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

MOS PERFORMING: 5502

BILLETS: Band Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a prospective Marine musician applicant, support materials, a MEOP screening form, and designated location.

STANDARD: To ascertain technical proficiency ensuring 100% accuracy and consistency with the Audition Standards Manual.

PERFORMANCE STEPS:
1. Review audition process with applicant.
2. Evaluate auditionee's competency by observing musical criteria demonstrated.
3. Record numerical score for each criterion that most accurately corresponds to descriptive adjective.
4. Average numerical score for all criteria.
5. Record final average in appropriate block on audition form.
6. Counsel auditionee on final results.
7. File copy of audition form.
8. Forward results, as appropriate.

REFERENCES:
1. Marine Corps Opportunities Book
2. MCO 1200.17_ Military Occupational Specialty (MOS) Manual
3. MCO 5000.18_ Marine Corps Band Manual
4. MUSCOLINST 1300.1 Audition Standards Manual
5. Marine Corps Recruiting Command Volume III Guidebook for Recruiting Station Operations

   ADMINISTRATIVE NOTE: This event denotes a task which is initially taught in the Senior Musician and the Unit Leader Courses which are pre-requisites for selection to MOS 5502, Band Officer. They are considered MOJT upon a Band Officer's assignment to the operating forces and supporting

establishment.

5502-CREL-2001: Deliver Marine Corps Band marketing presentation

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5502

BILLETS: Band Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a targeted audience and current Band information.

STANDARD: To clearly and concisely address current leadership and performance opportunities within Marine Corps Bands.

PERFORMANCE STEPS:
1. Schedule presentation.
2. Gather demographic information on civilian musical unit.
3. Prepare presentation outline.
4. Rehearse presentation outline.
5. Deliver presentation.
6. Answer questions.
7. Provide feedback to Marine Corps Recruiting Command.

REFERENCES:
1. MCO 1130.53_ w/CH 1 Enlistment Incentive Programs
2. MCO 5720.77 Marine Corps Public Affairs (PA) Order
3. MCO 5000.18_ Marine Corps Band Manual
4. Marine Corps Recruiting Command Volume III Guidebook for Recruiting Station Operations

  ADMINISTRATIVE NOTE: This event denotes a task which is initially taught in the Senior Musician and the Unit Leader Courses which are pre-requisites for selection to MOS 5502, Band Officer. They are considered MOJT upon a Band Officer's assignment to the operating forces and supporting establishment.

5502-PERF-2001: Lead Band in performance

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 1 month

MOS PERFORMING: 5502

BILLETS: Band Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a baton, a fully equipped Band, and a performance venue.

STANDARD: To direct appropriate ensemble at a 3.0 level.

PERFORMANCE STEPS:
1. Program appropriate music.
2. Brief the sequence of events to ensemble.
3. Direct ensemble using proper techniques.
4. Correct music in rehearsal as appropriate.
5. Execute sequence of events.

REFERENCES:
1. MCO 5000.18_ Marine Corps Band Manual
2. MCO P5060.20 Marine Corps Drill and Ceremonies Manual
3. U.S. Navy Regulations w/CH 1 Chapter 12 - Flags, Pennants, Honors, Ceremonies, and Customs

   ADMINISTRATIVE NOTE: This event denotes a task which is initially taught in the Senior Musician and the Unit Leader Courses which are pre-requisites for selection to MOS 5502, Band Officer. They are considered MOJT upon a Band Officer's assignment to the operating forces and supporting establishment.

5502-PLAN-2001: Approve annual operational plan

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5502

BILLETS: Band Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a draft annual operational plan.

STANDARD: To ensure 100% of operational requirements are met without scheduling conflicts.

PERFORMANCE STEPS:
1. Review draft for accuracy.
2. Reconcile conflicts.
3. Sign for publication.

REFERENCES:
1. MCO 5720.77 Marine Corps Public Affairs (PA) Order
2. MCO 5000.18_ Marine Corps Band Manual
3. StratCom Strategic Communication Plan, PCN 50100654400, dated July 2007

5502-PLAN-2002: Approve Band schedule

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5502

BILLETS: Band Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a draft band schedule.

STANDARD: To ensure 100% of operational requirements are met without scheduling conflicts.

PERFORMANCE STEPS:
1. Review draft for accuracy.
2. Reconcile conflicts.
3. Sign for publication.

REFERENCE:
1. MCO 5000.18_ Marine Corps Band Manual

5502-PLAN-2003: Assign commitment request disposition

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5502

BILLETS: Band Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a commitment request, annual operation plan, Band schedule, and funding requirements.

STANDARD: To accurately determine feasibility of support.

PERFORMANCE STEPS:
1. Review Bandmaster's recommendation.
2. Review the Band schedule.
3. Approve or disapprove as appropriate.

REFERENCES:
1. MCO 5720.77 Marine Corps Public Affairs (PA) Order
2. MCO 5000.18_ Marine Corps Band Manual
3. SECNAVINST 5720.44_ Department of the Navy Public Affairs Policy and Regulations

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5502-SUPT-2001: Approve purchase requests

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5502

BILLETS: Band Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a draft purchase request.

STANDARD: To ensure requested materials meet all TO&E requirements.

PERFORMANCE STEPS:
1. Review draft purchase request.
2. Authorize purchase request.

REFERENCE:
1. MCO 5000.18_ Marine Corps Band Manual

5502-SUPT-2002: Write commitment After Action Report

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5502

BILLETS: Band Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a blank After Action Report form and commitment folder pertaining to a completed commitment.

STANDARD: Within seven days, ensuring the report is 100% accurate and complete.

PERFORMANCE STEPS:
1. Review personal notes pertaining to commitment.
2. Review commitment folder for additional information, as required.
3. Notate musical selections performed at commitment.
4. Submit completed After Action Report, with commitment folder, to Bandmaster.

REFERENCES:
1. MCO 5720.77 Marine Corps Public Affairs (PA) Order
2. MCO 5000.18_ Marine Corps Band Manual
3. SECNAVINST 5720.44_ Department of the Navy Public Affairs Policy and

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5502-SUPT-2003: Approve submission of annual budget

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5502

BILLETS: Band Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a draft budget submission.

STANDARD: To ensure all funding requirements and deficiencies are identified.

PERFORMANCE STEPS:
1. Review annual budget draft.
2. Make any necessary adjustments.
3. Submit budget to higher headquarters.

REFERENCES:
1. MCO 4400.163 DoD Supply Management Reference Book (January 1985)
2. MCO P4400.150_ Consumer Level Supply Policy Manual
3. MCO 5000.18_ Marine Corps Band Manual
4. MCO P7100.8_ Field Budget Guidance Manual

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5502-SUPT-2004: Reconcile inventory

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5502

BILLETS: Band Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a current inventory

STANDARD: To ensure 100% accountability for Band equipment.

PERFORMANCE STEPS:
1. Inventory all accountable items.
2. Identify discrepancies.
3. Draft letter of discrepancy.

4. Sign reconciled inventory with Supply Officer, if required.

REFERENCES:
1. MCO 4340.1_ Reporting of Missing, Lost, Stolen, or Recovered (MLSR) Government Property
2. MCO 4400.163 DoD Supply Management Reference Book (January 1985)
3. MCO 5000.18_ Marine Corps Band Manual
4. UM 4400-15 Organic Property Control

5502-SUPT-2005: Approve Periodic Replacement Plan (PRP)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5502

BILLETS: Band Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a Table of Organization and Equipment (TO&E) and a current inventory.

STANDARD: To ensure all TO&E requirements and deficiencies are properly identified to include cost estimates by year.

PERFORMANCE STEPS:
1. Receive proposed PRP from Instrument Repair Technician.
2. Make necessary adjustments to proposed PRP.
3. Route through appropriate channels.

REFERENCE:
1. MCO 5000.18_ Marine Corps Band Manual

MUSIC T&R MANUAL

CHAPTER 5

MOS 5519 INDIVIDUAL EVENTS

MUSIC T&R MANUAL

CHAPTER 5

MOS 5519 INDIVIDUAL EVENTS

5000. PURPOSE. This chapter details the individual events that pertain to Enlisted Conductor. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

5001. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology

    a. Field one. This field represents the occupational field or military occupational specialty (MOS). This chapter contains the following MOS code:

        Code   Description
        5519   Enlisted Conductor

    b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

        Code   Description
        AUDN   Audition
        CREL   Community Relations
        PERF   Performance
        PLAN   Planning
        SUPT   Support
        TRNG   Training

    c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

        Code   Description
        2000   Core Plus Skills

    d. The individual task condition statement sets forth the real-world circumstances in which the task is to be performed. Condition statements describe the equipment, tools, materials, environmental or safety considerations, and resources need to perform the task and the assistance, location, etc. that relates to performance of the task. In a garrison or field environment and with the aid of references are common conditions for all Occupational Field 55 tasks unless otherwise noted.

5002. INDEX OF INDIVIDUAL EVENTS

EVENT CODE	EVENT	PAGE

2000-LEVEL		
AUDITION		
5519-AUDN-2001	Audition personnel	5-3
COMMUNITY RELATIONS		
5519-CREL-2001	Deliver Marine Corps Band marketing presentation	5-4
PERFORMANCE		
5519-PERF-2001	Lead Ceremonial Band	5-4
PLANNING		
5519-PLAN-2001	Coordinate support for commitments	5-5
SUPPORT		
5519-SUPT-2001	Write commitment After Action Report	5-5
5519-SUPT-2002	Manage Music Library Section	5-6
5519-SUPT-2003	Manage Public Affairs Section	5-7
TRAINING		
5519-TRNG-2001	Manage musician development	5-7

5003. 2000-LEVEL EVENTS

5519-AUDN-2001: Audition personnel

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

MOS PERFORMING: 5519

BILLETS: Enlisted Conductor

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an instrumentalist with instrument, music stand, audition book, administrative materials, copy of auditionee's solo, metronome, and designated location.

STANDARD: To ascertain technical proficiency and ensuring 100% accuracy and consistency with the Audition Standards Manual.

PERFORMANCE STEPS:
1. Grade prepared material.
2. Grade performance of rudiments or scales.
3. Grade performance of sight reading material.
4. Average numerical score for all criteria.

REFERENCES:
1. MCO 5000.18_ Marine Corps Band Manual
2. MUSCOLINST 1300.1 Audition Standards Manual

5519-CREL-2001: Deliver Marine Corps Band marketing presentation

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5519

BILLETS: Enlisted Conductor

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a target audience and current Band information.

STANDARD: To clearly and concisely address current leadership and performance opportunities within Marine Corps Bands.

PERFORMANCE STEPS:
1. Schedule presentation.
2. Gather demographic information on audience.
3. Prepare presentation outline.
4. Rehearse presentation outline.
5. Deliver presentation.
6. Answer questions appropriately.
7. Provide feedback to Marine Corps Recruiting Command.

REFERENCES:
1. MCO 1130.53_ W/CH 1 Enlistment Incentive Programs
2. MCO 5720.77 Marine Corps Public Affairs (PA) Order
3. MCO 5000.18_ Marine Corps Band Manual
4. Marine Corps Recruiting Command Volume III Guidebook for Recruiting Station Operations

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5519-PERF-2001: Lead Ceremonial Band

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 1 month

MOS PERFORMING: 5519

BILLETS: Enlisted Conductor

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a baton, a fully equipped band, and a performance venue.

STANDARD: To direct and rehearse the Ceremonial Band at a 3.0 level.

PERFORMANCE STEPS:
1. Program appropriate music.
2. Brief the sequence of events to ensemble.
3. Direct ensemble using proper techniques.
4. Correct music in rehearsal as appropriate.
5. Execute sequence of events.

REFERENCES:
1. MCO 5000.18_ Marine Corps Band Manual
2. MCO P5060.20 Marine Corps Drill and Ceremonies Manual
3. U.S. Navy Regulations w/CH 1 Chapter 12 - Flags, Pennants, Honors, Ceremonies, and Customs

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5519-PLAN-2001: Coordinate support for commitments

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5519

BILLETS: Enlisted Conductor

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an approved commitment for musical support, letter of acceptance, administrative supplies, and commitment worksheet.

STANDARD: To ensure all logistical and musical requirements are accomplished to 100% accuracy.

PERFORMANCE STEPS:
1. Review previous commitment after action reports when available.
2. Review commitment folder.
3. Determine appropriate support.
4. Execute appropriate support.

REFERENCES:
1. MCO 5720.77 Marine Corps Public Affairs (PA) Order
2. MCO 5000.18_ Marine Corps Band Manual
3. MCO P5060.20 Marine Corps Drill and Ceremonies Manual
4. NAVSO P-6034 Volumes 1 and 2 Joint Federal Travel Regulations (JFTR), Volume 1 - Uniformed Service Members and Volume 2 - Department of Defense Civilian Personnel

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5519-SUPT-2001: Write commitment After Action Report

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5519

BILLETS: Enlisted Conductor

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a blank After Action Report form and commitment folder pertaining to a completed commitment.

STANDARD: Within seven days, ensuring the report is 100% accurate and complete.

PERFORMANCE STEPS:
1. Review personal notes pertaining to commitment.
2. Review commitment folder for additional information, as required.
3. Notate musical selections performed at commitment.
4. Submit completed After Action Report, with commitment folder, to Bandmaster.

REFERENCES:
1. MCO 5720.77 Marine Corps Public Affairs (PA) Order
2. MCO 5000.18_ Marine Corps Band Manual
3. SECNAVINST 5720.44_ Department of the Navy Public Affairs Policy and Regulations

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5519-SUPT-2002: Manage Music Library Section

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5519

BILLETS: Enlisted Conductor

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given assigned band personnel, required library material, sheet music, music texts, reference materials, and music publications.

STANDARD: To ensure that all required music materials are on hand, current, properly accounted for and maintained in an organized manner.

PERFORMANCE STEPS:
1. Train assigned personnel to execute all required library functions.
2. Verify that all stored library materials/equipment are well maintained.
3. Verify that library inventory is complete and accurate.
4. Request purchase of required library materials/equipment, as needed.
5. Verify accuracy of performance log.

REFERENCES:
1. The Music Performance Library, Russ Girsberger; Publisher: Meredith Music Publications
2. MCO 5000.18_ Marine Corps Band Manual
3. Public Law 94-553 Federal Copyright Act, Title 17 of U.S. Code
4. U.S. Navy Regulations w/CH 1 Chapter 12 - Flags, Pennants, Honors, Ceremonies, and Customs

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5519-SUPT-2003: Manage Public Affairs Section

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5519

BILLETS: Enlisted Conductor

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given assigned band personnel, an operational plan, the command's concept of operations for surrounding communities, and approved commitments.

STANDARD: To ensure accurate and timely dissemination of band's operations to maximize attendance at public performances.

PERFORMANCE STEPS:
1. Train assigned personnel to execute all required public affairs functions.
2. Verify maintenance of band historical records.
3. Verify coordination of publicity for performances.
4. Review design of printed programs.
5. Verify development of band press package.
6. Monitor band website.
7. Monitor social media platforms.
8. Review concert narration.

REFERENCES:
1. MCO 5720.77 Marine Corps Public Affairs (PA) Order
2. MCO 5750.1_ Manual for the Marine Corps Historical Program
3. MCO 5000.18_ Marine Corps Band Manual
4. SECNAVINST 5720.44_ Department of the Navy Public Affairs Policy and Regulations
5. UFC 4-171-04 AN Department of Defense Design Guide - Band Training Facilities

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5519-TRNG-2001: Manage musician development

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5519

BILLETS: Enlisted Conductor

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given Band personnel.

STANDARD: To create a systematic approach for development to meet technical

proficiency requirements.

PERFORMANCE STEPS:
1. Observe musicians performing in ensemble.
2. Evaluate personnel as required.
3. Provide feedback on evaluations.
4. Identify goals for development of musical proficiency.
5. Create lesson plan.
6. Schedule future counseling.
7. Supervise execution of lesson plan tasks.

REFERENCES:
1. MCO 5000.18_ Marine Corps Band Manual
2. MUSCOLINST 1300.1 Audition Standards Manual

CHAPTER 6

MOS 5521 INDIVIDUAL EVENTS

CHAPTER 6

MOS 5521 INDIVIDUAL EVENTS

6000. PURPOSE. This chapter details the individual events that pertain to Drum Major. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

6001. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology

   a. Field one. This field represents the occupational field or military occupational specialty (MOS). This chapter contains the following MOS code:

       <u>Code</u>   <u>Description</u>
       5521   Drum Major

   b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

       <u>Code</u>   <u>Description</u>
       AUDN   Audition
       CREL   Community Relations
       PERF   Performance
       PLAN   Planning
       SUPT   Support
       TRNG   Training

   c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

       <u>Code</u>   <u>Description</u>
       2000   Core Plus Skills

   d. The individual task condition statement sets forth the real-world circumstances in which the task is to be performed. Condition statements describe the equipment, tools, materials, environmental or safety considerations, and resources need to perform the task and the assistance, location, etc. that relates to performance of the task. In a garrison or field environment and with the aid of references are common conditions for all Occupational Field 55 tasks unless otherwise noted.

6002. INDEX OF INDIVIDUAL EVENTS

EVENT CODE	EVENT	PAGE

2000-LEVEL		
AUDITION		
5521-AUDN-2001	Audition personnel	6-3
COMMUNITY RELATIONS		
5521-CREL-2001	Deliver Marine Corps Band marketing presentation	6-4
PERFORMANCE		
5521-PERF-2001	Lead Marching Band	6-4
PLANNING		
5521-PLAN-2001	Coordinate support for commitments	6-5
SUPPORT		
5521-SUPT-2001	Write commitment After Action Report	6-5
5521-SUPT-2002	Manage Band Administration Section	6-6
5521-SUPT-2003	Manage Loading Section	6-7
5521-SUPT-2004	Manage Transportation Section	6-7
TRAINING		
5521-TRNG-2001	Manage musician development	6-8

6003. 2000-LEVEL EVENTS

5521-AUDN-2001: Audition personnel

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

MOS PERFORMING: 5521

BILLETS: Drum Major

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an instrumentalist with instrument, music stand, audition book, administrative materials, copy of auditionee's solo, metronome, and designated location.

STANDARD: To ascertain technical proficiency and ensuring 100% accuracy and consistency with the Audition Standards Manual.

PERFORMANCE STEPS:
1. Grade prepared material.
2. Grade performance of rudiments or scales.
3. Grade performance of sight reading material.
4. Average numerical score for all criteria.

REFERENCES:
1. MCO 5000.18_ Marine Corps Band Manual
2. MUSCOLINST 1300.1 Audition Standards Manual

5521-CREL-2001: Deliver Marine Corps Band marketing presentation

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5521

BILLETS: Drum Major

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a target audience and current Band information.

STANDARD: To clearly and concisely address current leadership and performance opportunities within Marine Corps Bands.

PERFORMANCE STEPS:
1. Schedule presentation.
2. Gather demographic information on audience.
3. Prepare presentation outline.
4. Rehearse presentation outline.
5. Deliver presentation.
6. Answer questions appropriately.
7. Provide feedback to Marine Corps Recruiting Command.

REFERENCES:
1. MCO 1130.53_ w/CH 1 Enlistment Incentive Programs
2. MCO 5720.77 Marine Corps Public Affairs (PA) Order
3. MCO 5000.18_ Marine Corps Band Manual
4. Marine Corps Recruiting Command Volume III Guidebook for Recruiting Station Operations

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5521-PERF-2001: Lead Marching Band

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 1 month

MOS PERFORMING: 5521

BILLETS: Drum Major

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a mace, a fully equipped band, and marching area.

STANDARD: To direct and rehearse the Marching Band at a 3.0 level.

PERFORMANCE STEPS:
1. Program appropriate music.
2. Brief the sequence of events to the Band.
3. Dictate maneuver using verbal commands or mace signals, as appropriate.
4. Correct music as appropriate.

5. Correct drill as appropriate.
6. Execute sequence of events.

REFERENCES:
1. MCO 5000.18_ Marine Corps Band Manual
2. MCO P5060.20 Marine Corps Drill and Ceremonies Manual
3. U.S. Navy Regulations W/CH 1 Chapter 12 - Flags, Pennants, Honors, Ceremonies, and Customs

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5521-PLAN-2001: Coordinate support for commitments

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5521

BILLETS: Drum Major

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an approved commitment for musical support, letter of acceptance, administrative supplies, and commitment worksheet.

STANDARD: To ensure all logistical and musical requirements are accomplished to 100% accuracy.

PERFORMANCE STEPS:
1. Review previous commitment after action reports when available.
2. Review commitment folder.
3. Determine appropriate support.
4. Execute appropriate support.

REFERENCES:
1. MCO 5720.77 Marine Corps Public Affairs (PA) Order
2. MCO 5000.18_ Marine Corps Band Manual
3. MCO P5060.20 Marine Corps Drill and Ceremonies Manual
4. NAVSO P-6034 Volumes 1 and 2 Joint Federal Travel Regulations (JFTR), Volume 1 - Uniformed Service Members and Volume 2 - Department of Defense Civilian Personnel

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5521-SUPT-2001: Write commitment After Action Report

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5521

BILLETS: Drum Major

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a blank After Action Report form and commitment folder pertaining to a completed commitment.

STANDARD: Within seven days, ensuring the report is 100% accurate and complete.

PERFORMANCE STEPS:
1. Review personal notes pertaining to commitment.
2. Review commitment folder for additional information, as required.
3. Notate musical selections performed at commitment.
4. Submit completed After Action Report, with commitment folder, to Bandmaster.

REFERENCES:
1. MCO 5720.77 Marine Corps Public Affairs (PA) Order
2. MCO 5000.18_ Marine Corps Band Manual
3. SECNAVINST 5720.44_ Department of the Navy Public Affairs Policy and Regulations

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5521-SUPT-2002: Manage Band Administration Section

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5521

BILLETS: Drum Major

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an Administrative Section, forms, computers, appropriate IT peripherals, unit personnel database, an appropriate office space, and administrative supplies and equipment.

STANDARD: To ensure all administrative functions are completed in an efficient and timely manner with 100% accuracy.

PERFORMANCE STEPS:
1. Train assigned personnel to execute all required administrative functions.
2. Draft command chronology.
3. Verify correspondence production.
4. Verify correspondence filing.
5. Ensure timely roster updates.
6. Process performance requests.
7. Verify maintenance of personnel records.
8. Verify publication of planning documents.

REFERENCES:
1. MCO 5210.11_ Marine Corps Records Management Program

2. MCO 5000.18_ Marine Corps Band Manual
3. SECNAVINST 5212.5_ Disposal of Navy and Marine Corps Records
4. SECNAVINST 5216.5 w/CH 1-2 Department of the Navy (DON) Correspondence Manual
5. SECNAVINST M-5210.1 Department of the Navy Records Management Manual
6. SECNAVINST M-5210.2 Standard Subject Identification Code (SSIC) Manual

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5521-SUPT-2003: Manage Loading Section

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5521

BILLETS: Drum Major

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a mode of transportation, equipment, and loading crew.

STANDARD: To ensure all required equipment is efficiently loaded in a safe manner with 100% accountability.

PERFORMANCE STEPS:
1. Train assigned personnel to execute all required loading functions.
2. Liaise with unit leader.
3. Create manifest.
4. Verify loading/unloading of equipment.

REFERENCES:
1. MCO 3500.27_ Operational Risk Management (ORM)
2. MCO 5100.8_ Marine Corps Occupational Safety and Health (OSH) Policy Order
3. MCO 5000.18_ Marine Corps Band Manual

5521-SUPT-2004: Manage Transportation Section

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5521

BILLETS: Drum Major

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a transportation requirement, Transportation Section, forms, a computer, a commitment calendar, appropriate office space, and administrative supplies and equipment.

STANDARD: To meet transportation requirements to 100% accuracy without incident.

PERFORMANCE STEPS:
1. Train assigned personnel to execute all required transportation functions.
2. Verify timely submissions of all transportation requests.
3. Verify unit has adequate number of trained drivers, as required.
4. Develop a transportation plan.
5. Verify performance of vehicle maintenance, as required.

REFERENCE:
1. MCO 5000.18_ Marine Corps Band Manual

5521-TRNG-2001: Manage musician development

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5521

BILLETS: Drum Major

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given Band personnel.

STANDARD: To create a systematic approach for development to meet technical proficiency requirements.

PERFORMANCE STEPS:
1. Observe musicians performing in ensemble.
2. Evaluate personnel as required.
3. Provide feedback on evaluations.
4. Identify goals for development of musical proficiency.
5. Create lesson plan.
6. Schedule future counseling.
7. Supervise execution of lesson plan tasks.

REFERENCES:
1. MCO 5000.18_ Marine Corps Band Manual
2. MUSCOLINST 1300.1 Audition Standards Manual

MUSIC T&R MANUAL

CHAPTER 7

MOS 5522 INDIVIDUAL EVENTS

MUSIC T&R MANUAL

CHAPTER 7

MOS 5522 INDIVIDUAL EVENTS

7000. PURPOSE. This chapter details the individual events that pertain to Small Ensemble Leader. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

7001. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology

   a. Field one. This field represents the occupational field or military occupational specialty (MOS). This chapter contains the following MOS code:

Code	Description
5522	Small Ensemble Leader

   b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

Code	Description
AUDN	Audition
CREL	Community Relations
PERF	Performance
PLAN	Planning
SUPT	Support
TRNG	Training

   c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

Code	Description
2000	Core Plus Skills

   d. The individual task condition statement sets forth the real-world circumstances in which the task is to be performed. Condition statements describe the equipment, tools, materials, environmental or safety considerations, and resources need to perform the task and the assistance, location, etc. that relates to performance of the task. In a garrison or field environment and with the aid of references are common conditions for all Occupational Field 55 tasks unless otherwise noted.

7002. INDEX OF INDIVIDUAL EVENTS

EVENT CODE	EVENT	PAGE

2000-LEVEL		
AUDITION		
5522-AUDN-2001	Audition personnel	7-3
COMMUNITY RELATIONS		
5522-CREL-2001	Deliver Marine Corps Band marketing presentation	7-4
PERFORMANCE		
5522-PERF-2001	Lead small ensembles	7-4
5522-PERF-2002	Perform music in an ensemble	7-5
5522-PERF-2003	Perform assigned instrument to grade	7-5
PLANNING		
5522-PLAN-2001	Coordinate support for commitments	7-6
SUPPORT		
5522-SUPT-2001	Write commitment After Action Report	7-7
5522-SUPT-2002	Manage Sound Reinforcement and Recording Section	7-7
TRAINING		
5522-TRNG-2001	Manage musician development	7-8

7003. 2000-LEVEL EVENTS

5522-AUDN-2001: Audition personnel

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5522

BILLETS: Small Ensemble Leader

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an instrumentalist with instrument, music stand, audition book, administrative materials, copy of auditionee's solo, metronome, and designated location.

STANDARD: To ascertain technical proficiency and ensuring 100% accuracy and consistency with the Audition Standards Manual.

PERFORMANCE STEPS:
1. Grade prepared material.
2. Grade performance of rudiments or scales.
3. Grade performance of sight reading material.
4. Average numerical score for all criteria.

REFERENCES:
1. MCO 5000.18_ Marine Corps Band Manual
2. MUSCOLINST 1300.1 Audition Standards Manual

5522-CREL-2001: Deliver Marine Corps Band marketing presentation

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

DESCRIPTION:

MOS PERFORMING: 5522

BILLETS: Small Ensemble Leader

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a target audience and current Band information.

STANDARD: To clearly and concisely address current leadership and performance opportunities within Marine Corps Bands.

PERFORMANCE STEPS:
1. Schedule presentation.
2. Gather demographic information on audience.
3. Prepare presentation outline.
4. Rehearse presentation outline.
5. Deliver presentation.
6. Answer questions appropriately.
7. Provide feedback to Marine Corps Recruiting Command.

REFERENCES:
1. MCO 1130.53_ w/CH 1 Enlistment Incentive Programs
2. MCO 5720.77 Marine Corps Public Affairs (PA) Order
3. MCO 5000.18_ Marine Corps Band Manual
4. Marine Corps Recruiting Command Volume III Guidebook for Recruiting Station Operations

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5522-PERF-2001: Lead small ensembles

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 1 month

DESCRIPTION: Ensembles include, Concert Band, Ceremonial Band, Field Drill, Jazz Ensemble, Show Band, Combo, Brass Band, Brass Quintet, and Woodwind Quintet.

MOS PERFORMING: 5522

BILLETS: Small Ensemble Leader

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a fully equipped ensemble and a performance venue.

STANDARD: To direct and rehearse all small ensembles at a 3.0 level.

PERFORMANCE STEPS:
1. Program appropriate music.
2. Brief the sequence of events to ensemble.
3. Direct ensemble using proper techniques.
4. Correct music in rehearsal as appropriate.
5. Execute sequence of events.

REFERENCES:
1. MCO 5000.18_ Marine Corps Band Manual
2. MCO P5060.20 Marine Corps Drill and Ceremonies Manual
3. U.S. Navy Regulations W/CH 1 Chapter 12 - Flags, Pennants, Honors, Ceremonies, and Customs

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5522-PERF-2002: Perform music in an ensemble

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 1 month

DESCRIPTION: Ensembles include, Concert Band, Ceremonial Band, Field Drill, Jazz Ensemble, Show Band, Combo, Brass Band, Brass Quintet, and Woodwind Quintet.

MOS PERFORMING: 5522

BILLETS: Small Ensemble Leader

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: As a member of a performing ensemble, given an instrument, appropriate music, and a conductor or ensemble leader.

STANDARD: In accordance with the conductor's direction, ensuring notes, rhythm, and musicality are accurately produced to the appropriate instrument level for grade.

PERFORMANCE STEPS:
1. Properly tune instrument to a given pitch.
2. Perform the music, following the conductor's direction.
3. Make individual adjustments, as necessary, to provide proper balance within the ensemble.

REFERENCE:
1. MCO 5000.18_ Marine Corps Band Manual

5522-PERF-2003: Perform assigned instrument to grade

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

MOS PERFORMING: 5522

BILLETS: Small Ensemble Leader

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an assembled instrument, an evaluator, designated location, and prepared solo.

STANDARD: At a 3.0 level.

PERFORMANCE STEPS:
1. Perform prepared piece.
2. Perform scales or rudiments designated by the evaluator.
3. Sight read music as provided by the evaluator.

REFERENCES:
1. MCO 5000.18_ Marine Corps Band Manual
2. MUSCOLINST 1300.1 Audition Standards Manual

5522-PLAN-2001: Coordinate support for commitments

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5522

BILLETS: Small Ensemble Leader

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an approved commitment for musical support, letter of acceptance, administrative supplies, and commitment worksheet.

STANDARD: To ensure all logistical and musical requirements are accomplished to 100% accuracy.

PERFORMANCE STEPS:
1. Review previous commitment after action reports when available.
2. Review commitment folder.
3. Determine appropriate support.
4. Execute appropriate support.

REFERENCES:
1. MCO 5720.77 Marine Corps Public Affairs (PA) Order
2. MCO 5000.18_ Marine Corps Band Manual
3. MCO P5060.20 Marine Corps Drill and Ceremonies Manual
4. NAVSO P-6034 Volumes 1 and 2 Joint Federal Travel Regulations (JFTR), Volume 1 - Uniformed Service Members and Volume 2 - Department of Defense Civilian Personnel

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5522-SUPT-2001: Write commitment After Action Report

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5522

BILLETS: Small Ensemble Leader

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a blank After Action Report form and commitment folder pertaining to a completed commitment.

STANDARD: Within seven days, ensuring the report is 100% accurate and complete.

PERFORMANCE STEPS:
1. Review personal notes pertaining to commitment.
2. Review commitment folder for additional information, as required.
3. Notate musical selections performed at commitment.
4. Submit completed After Action Report, with commitment folder, to Bandmaster.

REFERENCES:
1. MCO 5720.77 Marine Corps Public Affairs (PA) Order
2. MCO 5000.18_ Marine Corps Band Manual
3. SECNAVINST 5720.44_ Department of the Navy Public Affairs Policy and Regulations

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5522-SUPT-2002: Manage Sound Reinforcement and Recording Section

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5522

BILLETS: Small Ensemble Leader

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given proper sound reinforcement and audio/visual recording equipment, designated ensemble, sound crew, performance venue, and performance event.

STANDARD: To ensure industry standard quality sound reinforcement and audio/visual recordings.

PERFORMANCE STEP:
1. Train personnel to set up sound reinforcement and audio/visual recording

equipment.
2. Train personnel to operate sound reinforcement and audio/visual recording equipment.
3. Verify proper set up of sound reinforcement and audio/visual recording equipment.
4. Verify proper operation of sound reinforcement and audio/visual recording equipment.
5. Establish sound reinforcement and audio/visual recording performance plan.
6. Distribute performance plan to assigned personnel.

REFERENCES:
1. MCO 5000.18_ Marine Corps Band Manual
2. UFC 4-171-04 AN Department of Defense Design Guide – Band Training Facilities
3. Basic Live Sound Reinforcement – a Practical Guide for Starting Live Audio, Raven Biederman and Penny Pattison
4. The Art of Mixing, David Gibson
5. Audio Mixing Bootcamp, Bobby Owsinski
6. Yamaha Sound Reinforcement Handbook, Gary Davis and Ralph Jones
7. Live Sound Mixing, Duncan Fry
8. Audio Ear Training CD, Golden Ears, Volume 1: Frequencies

SUPPORT REQUIREMENTS:

  ROOMS/BUILDINGS: An acoustically designed recording studio and appropriate performance venue.

  EQUIPMENT: Industry standard computer equipment, peripherals, software, sound reinforcement, and audio recording equipment capable of producing high quality digital audio/visual recordings.

  MATERIAL: Appropriate pre-recorded and blank media, administrative, and logistical supplies.

  UNITS/PERSONNEL: Detachment of band personnel.

5522-TRNG-2001: Manage musician development

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5522

BILLETS: Small Ensemble Leader

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given Band personnel.

STANDARD: To create a systematic approach for development to meet technical

proficiency requirements.

PERFORMANCE STEPS:
1. Observe musicians performing in ensemble.
2. Evaluate personnel as required.
3. Provide feedback on evaluations.
4. Identify goals for development of musical proficiency.
5. Create lesson plan.
6. Schedule future counseling.
7. Supervise execution of lesson plan tasks.

REFERENCES:
1. MCO 5000.18_ Marine Corps Band Manual
2. MUSCOLINST 1300.1 Audition Standards Manual

MUSIC T&R MANUAL

CHAPTER 8

MOS 5523 INDIVIDUAL EVENTS

MUSIC T&R MANUAL

CHAPTER 8

MOS 5523 INDIVIDUAL EVENTS

8000. PURPOSE. This chapter details the individual events that pertain to Instrument Repair Technician. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

8001. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology

    a. Field one. This field represents the occupational field or military occupational specialty (MOS). This chapter contains the following MOS code:

Code	Description
5523	Instrument Repair Technician

    b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

Code	Description
ADMN	Administration
FISC	Fiscal
HZMG	Hazardous Material Management
MANT	Maintenance
SAFE	Safety
SUPT	Support

    c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

Code	Description
2000	Core Plus Skills

    d. The individual task condition statement sets forth the real-world circumstances in which the task is to be performed. Condition statements describe the equipment, tools, materials, environmental or safety considerations, and resources need to perform the task and the assistance, location, etc. that relates to performance of the task. In a garrison or field environment and with the aid of references are common conditions for all Occupational Field 55 tasks unless otherwise noted.

8002. INDEX OF INDIVIDUAL EVENTS

EVENT CODE	EVENT	PAGE

2000-LEVEL		
ADMINISTRATION		
5523-ADMN-2001	Maintain instrument history logbook	8-3
FISCAL		
5523-FISC-2001	Develop annual budget	8-4
5523-FISC-2002	Develop Periodic Replacement Plan (PRP)	8-4
HAZARDOUS MATERIAL MANAGEMENT		
5523-HZMG-2001	Maintain hazardous material (HAZMAT) program	8-5
MAINTENANCE		
5523-MANT-2001	Maintain instrument repair tools/equipment	8-5
5523-MANT-2002	Inspect all band instruments	8-6
5523-MANT-2003	Perform maintenance on instruments	8-7
5523-MANT-2004	Process instruments for 5th echelon maintenance	8-7
SAFETY		
5523-SAFE-2001	Manage Band safety program	8-8
SUPPORT		
5523-SUPT-2001	Manage Supply Section	8-9
5523-SUPT-2002	Manage procurement of musical instruments, supplies, and equipment	8-9
5523-SUPT-2003	Inventory serialized Band equipment	8-10
5523-SUPT-2004	Inventory consumable instrument repair supplies	8-11
5523-SUPT-2005	Manage disposal of unserviceable Band instruments/equipment	8-11

8003. 2000-LEVEL EVENTS

5523-ADMN-2001: Maintain instrument history logbook

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5523

BILLETS: Instrument Repair Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given repair personnel, instrument requisitions, and repair records.

STANDARD: To ensure 100% accuracy and currency of instrument history.

PERFORMANCE STEPS:
1. Generate an individual maintenance record for each instrument/equipment.
2. Record all instrument repairs in individual records.

REFERENCE:
1. MCO 5000.18_ Marine Corps Band Manual

5523-FISC-2001: Develop annual budget

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5523

BILLETS: Instrument Repair Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given command budget guidance, historical budget records, the Periodic Replacement Plan (PRP), immediate equipment requirements, and section input.

STANDARD: To ensure all funding requirements and deficiencies are identified with 100% accuracy.

PERFORMANCE STEPS:
1. Review historical budget records.
2. Determine annual budget requirements.
3. Submit draft budget to Band Officer.
4. Execute annual budget plan.

REFERENCES:
1. MCO 4400.163 DoD Supply Management Reference Book (January 1985)
2. MCO P4400.150_ Consumer Level Supply Policy Manual
3. MCO 5000.18_ Marine Corps Band Manual
4. MCO P7100.8_ Field Budget Guidance Manual

5523-FISC-2002: Develop Periodic Replacement Plan (PRP)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5523

BILLETS: Instrument Repair Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the Table of Organization and Equipment (TO&E) and current inventory.

STANDARD: To ensure all TO&E requirements are properly identified and adjusted to meet budget constraints.

PERFORMANCE STEPS:
1. Review current inventory for equipment accountability.
2. Determine history and age of each piece of equipment.

3. Determine proper replacement year for each musical instrument within the PRP, using a 7-year replacement cycle.
4. Determine proper replacement year for each piece of electronic gear, within the PRP, using the 3-year replacement cycle.

REFERENCE:
1. MCO 5000.18_ Marine Corps Band Manual

5523-HZMG-2001: Manage hazardous material (HAZMAT) program

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5523

BILLETS: Instrument Repair Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given facilities, hazardous material, the command HAZMAT program, administrative supplies, and a computer with software.

STANDARD: To ensure establishment of required HAZMAT procedures.

PERFORMANCE STEPS:
1. Review command HAZMAT program.
2. Publish unit HAZMAT program.
3. Identify personnel for HAZMAT training
4. Submit appropriate documents for authorization and procurement.
5. Inventory all hazardous material.
6. Maintain Material Safety Data Sheet (MSDS) book for materials on hand.
7. Maintain spill containment kit.
8. Schedule removal of HAZMAT.

REFERENCES:
1. MCO 4450.12_ Storage and Handling of Hazardous Materials
2. MCO 5100.8_ Marine Corps Occupational Safety and Health (OSH) Policy Order
3. MCO P5090.2_ Environmental Compliance and Protection Manual (July 1988)
4. UFC 4-171-04 AN Department of Defense Design Guide - Band Training Facilities

   SUPPORT REQUIREMENTS: Coordinate assistance from the installation/Base Environmental Office, Safety Office per MCO 5100.8_ and MCO P5090.2_.

5523-MANT-2001: Maintain instrument repair tools/equipment

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5523

BILLETS: Instrument Repair Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given repair personnel, repair tools/equipment, and cleaning and maintenance supplies.

STANDARD: To ensure 100% serviceability.

PERFORMANCE STEPS:
1. Inventory tools/equipment.
2. Inspect tools/equipment for serviceability.
3. Restore to serviceable condition.
4. Apply a light coat of rust inhibitor on tools/equipment.
5. Update records.

REFERENCES:
1. Beckwith, Gene E.; Huth, John Band Instrument Repair Manual; Minnesota SE Technical College (2001)
2. Krar, S. F. Machine Tool Operations; Publisher: McGraw-Hill Inc. (1983)
3. MCO 5000.18_ Marine Corps Band Manual

5523-MANT-2002: Inspect all Band instruments

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5523

BILLETS: Instrument Repair Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given repair personnel, instruments, cleaning supplies and equipment, adequate facilities, and the current inventory.

STANDARD: To ensure 100% serviceability and maintenance of all instruments.

PERFORMANCE STEPS:
1. Inspect all instruments and equipment for serviceability/proper maintenance.
2. Identify condition of all instruments and equipment.
3. Update inspection log.
4. Identify necessary repairs.
5. Take necessary corrective action.

REFERENCES:
1. Beckwith, Gene E.; Huth, John Band Instrument Repair Manual; Minnesota SE Technical College (2001)

2. MCO 5000.18_ Marine Corps Band Manual
3. Brand, Erick D. Band Instrument Repairing Manual; Ferree's Tools
    Inc. (1993)
4. Thorp, Reg; The Complete Woodwind Repair Manual; National Association of
    Professional Band Instrument Repair Technicians (2005)

5523-MANT-2003: Perform maintenance on instruments

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

DESCRIPTION: Instrument Repair Technicians are required to perform echelon 2 through 4 maintenance as defined in MCO P5000.18_.

MOS PERFORMING: 5523

BILLETS: Instrument Repair Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given repair personnel, malfunctioning instrument, repair tools and equipment, supplies and materials, and adequate facilities.

STANDARD: To return instrument to manufacturer standards.

PERFORMANCE STEPS:
1. Determine work required.
2. Perform required work.
3. Play test instrument.
4. Make necessary adjustments.
5. Update maintenance records.
6. Return to proper disposition.

REFERENCES:
1. Beckwith, Gene E.; Huth, John Band Instrument Repair Manual; Minnesota SE
    Technical College (2001)
2. MCO 5000.18_ Marine Corps Band Manual
3. Brand, Erick D. Band Instrument Repairing Manual; Ferree's Tools
    Inc. (1993)
4. Thorp, Reg; The Complete Woodwind Repair Manual; National Association of
    Professional Band Instrument Repair Technicians (2005)

5523-MANT-2004: Process instruments for 5th echelon maintenance

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5523

BILLETS: Instrument Repair Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given repair personnel, malfunctioning instrument/equipment, diagnostic equipment, and adequate facilities.

STANDARD: To return instrument to manufacturer standards.

PERFORMANCE STEPS:
1. Diagnose malfunction.
2. Determine the level of work to be performed.
3. Identify qualified vendor to outsource repair.
4. Generate work requisition.
5. Deliver instrument/equipment for repair.
6. Update location records.
7. Receive instrument/equipment from vendor.
8. Inspect for serviceability.
9. Update maintenance and location records.
10. Return to proper disposition.

REFERENCES:
1. Beckwith, Gene E.; Huth, John Band Instrument Repair Manual; Minnesota SE Technical College (2001)
2. MCO 5000.18_ Marine Corps Band Manual

5523-SAFE-2001: Manage Band safety program

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5523

BILLETS: Instrument Repair Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given administrative supplies, a computer, and the command safety program.

STANDARD: To ensure establishment of required safety procedures.

PERFORMANCE STEPS:
1. Review command safety program.
2. Develop unit safety program.
3. Conduct safety inspections.
4. Ensure all hazardous noise areas, work sites, and equipment are properly labeled.
5. Maintain appropriate safety program records.
6. Publish unit safety program.

REFERENCES:
2. MCO 5100.29_ Marine Corps Safety Program
3. MCO 5102.1 Marine Corps Ground Mishap Reporting
4. 29 CFR 1910.95 Occupational Safety and Health Standards - Occupational noise exposure
5. MCO 6260.1_ Marine Corps Hearing Conservation Program

  SUPPORT REQUIREMENTS: Coordinate assistance from installation/Base Environmental Office, Safety Office, and supporting Medical Treatment Facility Industrial Hygiene Office per MCO 5100.8_ and MCO P5090.2_.

5523-SUPT-2001: Manage Supply Section

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5523

BILLETS: Instrument Repair Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given equipment and logistical requirements, supply personnel, and records.

STANDARD: To ensure the unit is 100% mission capable.

PERFORMANCE STEPS:
1. Train personnel to execute all required supply functions.
2. Verify accuracy of musical instrument inventory.
3. Verify accuracy of musical equipment inventory.
4. Verify accuracy of support equipment inventory.
5. Ensure musical instruments/equipment are properly maintained.

REFERENCES:
1. MCO 4340.1_ Reporting of Missing, Lost, Stolen, or Recovered (MLSR) Government Property
2. MCO 4400.163 DoD Supply Management Reference Book (January 1985)
3. MCO P4400.150_ Consumer Level Supply Policy Manual
4. MCO 5000.18_ Marine Corps Band Manual
5. MCO P7100.8_ Field Budget Guidance Manual

5523-SUPT-2002: Manage procurement of musical instruments, supplies, and equipment

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5523

BILLETS: Instrument Repair Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the Periodic Replacement Plan (PRP), annual budget, instruments/equipment supply sources, and Section input.

STANDARD: To meet all unit Table of Organization and Equipment (TO&E) requirements.

PERFORMANCE STEPS:
1. Identify instruments, supplies and equipment for purchase.
2. Research supply sources for cost and availability.
3. Forward purchase requests to Band Officer for approval.
4. Submit requisitions to appropriate authority.
5. Inspect received instruments, supplies, and equipment.
6. Ensure new instrument, supplies and equipment are documented.

REFERENCES:
1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. MCO 5000.18_ Marine Corps Band Manual

5523-SUPT-2003: Inventory serialized Band equipment

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5523

BILLETS: Instrument Repair Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given supply personnel and the current inventory.

STANDARD: To reconcile on-hand items with the inventory notating any discrepancies.

PERFORMANCE STEPS:
1. Conduct inventory.
2. Generate reports.
3. Submit draft reconciliation to Band Officer.
4. Update records.

REFERENCE:
1. MCO 5000.18_ Marine Corps Band Manual

5523-SUPT-2004: Inventory consumable instrument repair supplies

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5523

BILLETS: Instrument Repair Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given repair supplies, a repair supplies inventory list, and reorder points.

STANDARD: To reconcile on-hand items with the repair supplies inventory list.

PERFORMANCE STEPS:
1. Inventory repair supplies.
2. Reorder, as necessary.
3. Update inventory records.

REFERENCE:
1. MCO 5000.18_ Marine Corps Band Manual

5523-SUPT-2005: Manage disposal of unserviceable band instruments/equipment

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5523

BILLETS: Instrument Repair Technician

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given applicable form(s) and transportation.

STANDARD: To ensure proper disposal of all unserviceable Band instruments and equipment.

PERFORMANCE STEPS:
1. Identify unserviceable band instruments and equipment.
2. Complete applicable form(s).
3. Upon approval, submit completed form(s).
4. Deliver instruments and equipment to appropriate facility.
5. Update records.

REFERENCES:
1. MCO P4400.150_ Consumer Level Supply Policy Manual

2. MCO 5000.18_ Marine Corps Band Manual

MUSIC T&R MANUAL

CHAPTER 9

MOS 5524 INDIVIDUAL EVENTS

                          MUSIC T&R MANUAL

                              CHAPTER 9

                     MOS 5524 INDIVIDUAL EVENTS

9000. PURPOSE. This chapter details the individual events that pertain to
Musician. Each individual event provides an event title, along with the
conditions events will be performed under, and the standard to which the
event must be performed to be successful.

9001. EVENT CODING. Events in this T&R Manual are depicted with an up to
12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter
utilizes the following methodology

    a. Field one. This field represents the occupational field or military
occupational specialty (MOS). This chapter contains the following MOS code:

         Code   Description
         5524   Musician

    b. Field two. This field represents the functional/duty area. This
chapter contains the following functional/duty areas:

         Code   Description
         ADMN   Administration
         AUDN   Audition
         CREL   Community Relations
         MANT   Maintenance
         PERF   Performance
         PLAN   Planning
         REHL   Rehearsal
         SUPT   Support

    c. Field three. This field provides the level at which the event is
accomplished and numerical sequencing of events. This chapter contains the
following event levels:

         Code   Description
         1000   Core Skills
         2000   Core Plus Skills
         2500   Advanced Core Plus Skills

    d. The 2500-level individual training events reflect the old MOS 5517
Bandmaster tasks.

    e. The individual task condition statement sets forth the real-world
circumstances in which the task is to be performed. Condition statements
describe the equipment, tools, materials, environmental or safety
considerations, and resources need to perform the task and the
assistance, location, etc. that relates to performance of the task. In a

garrison or field environment and with the aid of references are common conditions for all Occupational Field 55 tasks unless otherwise noted.

9002. INDEX OF INDIVIDUAL EVENTS

EVENT CODE	EVENT	PAGE
	1000-LEVEL	
	MAINTENANCE	
5524-MANT-1001	Perform 1st Echelon maintenance on assigned woodwind instrument	9-4
5524-MANT-1002	Perform 1st Echelon maintenance on assigned brass instrument	9-4
5524-MANT-1003	Perform 1st Echelon maintenance on assigned percussion instrument	9-5
5524-MANT-1004	Produce double reeds	9-6
	PERFORMANCE	
5524-PERF-1001	Perform assigned instrument to grade	9-6
5524-PERF-1002	Perform music in an ensemble	9-7
5524-PERF-1003	Execute manual of the instrument	9-7
5524-PERF-1004	Follow mace signals	9-8
	2000-LEVEL	
	ADMINISTRATION	
5524-ADMN-2001	Maintain Band historical records	9-8
	AUDITION	
5524-AUDN-2001	Screen prospective applicant	9-9
5524-AUDN-2002	Audition prospective applicant	9-10
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5524-PERF-2001	Narrate concert	9-11
5524-PERF-2002	Improvise from lead sheet/chord changes	9-11
5524-PERF-2003	Lead small ensemble performance	9-12
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9003. 1000-LEVEL EVENTS

5524-MANT-1001: Perform 1st echelon maintenance on assigned woodwind instrument

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5524

BILLETS: Musician

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a woodwind instrument, instrument case, and cleaning equipment.

STANDARD: On a weekly basis, to ensure cleanliness, proper lubrication, and serviceability.

PERFORMANCE STEPS:
1. Disassemble the instrument.
2. Swab moisture from the inside of the bore.
3. Clean tone holes and keys.
4. Clean pads with a soft cloth.
5. Lubricate keys.
6. Clean instrument case.
7. Report any discrepancies to Instrument Repair Technician.

REFERENCE:
1. MCO 5000.18_ Marine Corps Band Manual

5524-MANT-1002: Perform 1st echelon maintenance on assigned brass instrument

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5524

BILLETS: Musician

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a brass instrument, instrument case, and cleaning equipment.

STANDARD: On a weekly basis, to ensure cleanliness, proper lubrication, and serviceability.

PERFORMANCE STEPS:
1. Disassemble the instrument.
2. Submerge instrument and mouthpiece in lukewarm soapy water.
3. Scrub inside of brass instrument with snake or tubing brush.
4. Thoroughly dry instrument.
5. Lubricate valves and slides.
6. Polish the instrument.
7. Clean instrument case.
8. Report any discrepancies to Instrument Repair Technician.

REFERENCE:
1. MCO 5000.18_ Marine Corps Band Manual

5524-MANT-1003: Perform 1st echelon maintenance on assigned percussion instrument

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5524

BILLETS: Musician

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a percussion instrument, instrument case, and cleaning equipment.

STANDARD: On a weekly basis, to ensure cleanliness and serviceability.

PERFORMANCE STEPS:
1. Tune drum heads, as appropriate.
2. Wipe down instrument with soft cloth.
3. Clean instrument case.
4. Report any discrepancies to Instrument Repair Technician.

REFERENCE:
1. MCO 5000.18_ Marine Corps Band Manual

5524-MANT-1004: Produce double reeds

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

MOS PERFORMING: 5524

BILLETS: Musician Oboe and Bassoon

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given reed making materials and tools.

STANDARD: To produce reeds to industry standards.

PERFORMANCE STEPS:
1. Gather materials.
2. Assemble reeds.

REFERENCES:
1. Bassoon Reed Making, 3rd edition, Mark Popkin and Loren Glickman, 2007
2. Bassoon Reed Making: An Illustrated Method, Christopher Weait, 2008
3. The Oboe Reed Book, J. Light, 1983

5524-PERF-1001: Perform assigned instrument to grade

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 1 month

MOS PERFORMING: 5524

BILLETS: Musician

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an instrument, an evaluator, designated location, and prepared solo.

STANDARD: At a 2.7 level.

PERFORMANCE STEPS:
1. Perform prepared piece.
2. Perform scales or rudiments designated by the evaluator.
3. Sight read music as provided by the evaluator.

REFERENCES:
1. MCO 5000.18_ Marine Corps Band Manual
2. MUSCOLINST 1300.1 Audition Standards Manual

5524-PERF-1002: Perform music in an ensemble

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 1 month

DESCRIPTION: Ensembles include but are not limited to Concert Band, Ceremonial Band, Field Drill, Jazz Ensemble, Show Band, Combo, Brass Band, Brass Quintet, and Woodwind Quintet.

MOS PERFORMING: 5524

BILLETS: Musician

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: As a member of a performing ensemble, given an instrument, appropriate music, and a conductor or ensemble leader.

STANDARD: In accordance with the conductor's direction, ensuring notes, rhythm, and musicality are accurately produced to the appropriate instrument level for grade.

PERFORMANCE STEPS:
1. Properly tune instrument to a given pitch.
2. Perform the music, following the conductor's direction.
3. Make individual adjustments, as necessary, to provide proper balance within the ensemble.

REFERENCE:
1. MCO 5000.18_ Marine Corps Band Manual

   ADMINISTRATIVE NOTE: The Band Officer may assign a musician to perform on various instruments within the instrument group or family. For instance, a Marine with NMOS of 5563 may be required to perform on timpani; a Marine with NMOS of 5537 may be required to perform on baritone saxophone. These examples are not all inclusive and are based on the instrumental requirements of the music performed.

_____

5524-PERF-1003: Execute manual of the instrument

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 1 month

DESCRIPTION: Oboe, bassoon, guitar, electric bass, and piano musicians will receive familiarity training in basic percussion and field drill techniques.

MOS PERFORMING: 5524

BILLETS: Musician

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an instrument and appropriate command and signal.

STANDARD: Demonstrating accurate placement of the instrument and body positions on the appropriate beat.

PERFORMANCE STEPS:
1. Assume position in formation.
2. Execute movements on the appropriate beat.

REFERENCE:
1. MCO 5000.18_ Marine Corps Band Manual

5524-PERF-1004: Follow mace signals

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 1 month

DESCRIPTION: Oboe, bassoon, guitar, electric bass and piano musicians will receive familiarity training in basic percussion and field drill techniques.

MOS PERFORMING: 5524

BILLETS: Musician

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an instrument and a Drum Major with mace.

STANDARD: Demonstrating proper instrument and body carriage in accordance with the Drum Major's commands.

PERFORMANCE STEPS:
1. Assume position in formation.
2. Observe Drum Major's commands.
3. Execute movement/maneuver associated with the command.

REFERENCE:
1. MCO 5000.18_ Marine Corps Band Manual

9004. 2000-LEVEL EVENTS

5524-ADMN-2001: Maintain Band historical records

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5524

BILLETS: Musician

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: When assigned to Band public affairs section, given photographs, articles, programs, other files pertaining to the Band, a computer with appropriate software, and administrative supplies.

STANDARD: To ensure the chronological records are 100% accurate and complete.

PERFORMANCE STEPS:
1. Collect all applicable materials.
2. Consolidate materials into a chronological record.
3. Utilize appropriate storage for all historical materials.

REFERENCES:
1. MCO 5750.1_ Manual for the Marine Corps Historical Program
2. MCO 5000.18_ Marine Corps Band Manual

5524-AUDN-2001: Screen prospective applicant

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

DESCRIPTION: Musician Technical Assistants serve as musician-specific recruiters and will hold BMOS of 8411.

MOS PERFORMING: 5524

BILLETS: Musician Technical Assistant

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a prospective Marine musician applicant, support materials, a MEOP screening form, and designated location.

STANDARD: To ascertain technical proficiency ensuring 100% accuracy and consistency with the Audition Standards Manual.

PERFORMANCE STEPS:
1. Establish rapport with applicant.
2. Screen applicant for musical background.
3. Record results on screening form.
4. Determine applicant's audition eligibility.
5. Counsel applicant on eligibility determination.
6. If ineligible, counsel applicant on other options.
7. Schedule audition for eligible applicant.
8. Explain audition process to applicant.

9. Prepare applicant for audition.

REFERENCES:
1. Marine Corps Opportunities Book
2. MCO 1200.17_ Military Occupational Specialty (MOS) Manual
3. MCO 5000.18_ Marine Corps Band Manual
4. MUSCOLINST 1300.1 Audition Standards Manual
5. Marine Corps Recruiting Command Volume III Guidebook for Recruiting
   Station Operations

5524-AUDN-2002: Audition prospective applicant

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

DESCRIPTION: Musician Technical Assistants serve as musician-specific recruiters and will hold BMOS of 8411.

MOS PERFORMING: 5524

BILLETS: Musician Technical Assistant

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a prospective Marine musician applicant with instrument, support materials, and designated location.

STANDARD: To ascertain technical proficiency ensuring 100% accuracy and consistency with the Audition Standards Manual.

PERFORMANCE STEPS:
1. Review audition process with applicant.
2. Evaluate auditionee's competency by observing musical criteria demonstrated.
3. Record numerical score for each criterion that most accurately corresponds to descriptive adjective.
4. Average numerical score for all criteria.
5. Record final average in appropriate block on audition form.
6. Counsel auditionee on final results.
7. File copy of audition form.
8. Forward results, as appropriate.

REFERENCES:
1. MCO 1200.17_ Military Occupational Specialty (MOS) Manual
2. MCO 5000.18_ Marine Corps Band Manual
3. MUSCOLINST 1300.1 Audition Standards Manual
4. Marine Corps Recruiting Command Volume III Guidebook for Recruiting
   Stations Operations

5524-PERF-2001: Narrate concert

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5524

BILLETS: Musician

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: When assigned, given prepared concert notes, and preparation time with the Band.

STANDARD: In accordance with concert notes to ensure an uninterrupted transition between musical selections.

PERFORMANCE STEPS:
1. Review concert notes.
2. Coordinate last minute details with conductor.
3. Establish rapport with audience.
4. Employ intermittent eye contact with audience and Band.
5. Improvise narration, as required.
6. Conclude narration.

REFERENCE:
1. MCO 5000.18_ Marine Corps Band Manual

5524-PERF-2002: Improvise from lead sheet/chord changes

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 1 month

MOS PERFORMING: 5524

BILLETS: Musician

GRADES: LCPL, CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: When required, given an assigned instrument, and a lead sheet.

STANDARD: To create a stylistically appropriate musical solo within proper chord structure.

PERFORMANCE STEPS:
1. Study lead sheet with chord changes.
2. Perform a melody consistent with the style of the composition.

REFERENCES:
1. Aebersold, Jamey. Albums and Text; Publisher: Charles Colin Music

Publications
2. MCO 5000.18_ Marine Corps Band Manual

5524-PERF-2003: Lead small ensemble performance

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 1 month

DESCRIPTION: Small Ensembles include but are not limited to Jazz Ensemble, Show Band, Combo, Brass Band, Brass Quintet, and Woodwind Quintet.

MOS PERFORMING: 5524

BILLETS: Musician

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an equipped ensemble and proper music.

STANDARD: Ensuring notes, rhythm, and style are produced with 100% accuracy.

PERFORMANCE STEPS:
1. Program appropriate music.
2. Brief the sequence of events to ensemble.
3. Direct ensemble using proper techniques.
4. Correct music in rehearsal as appropriate.
5. Execute sequence of events.

REFERENCE:
1. MCO 5000.18_ Marine Corps Band Manual

5524-PERF-2004: Operate sound reinforcement equipment

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 1 month

MOS PERFORMING: 5524

BILLETS: Musician

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given operable equipment, a performing ensemble, and a venue.

STANDARD: To ensure sound reinforcement per industry standard.

PERFORMANCE STEPS:
1. Set up equipment.

2. Conduct sound check.
3. Adjust equipment to proper settings throughout performance.

REFERENCES:
1. MCO 5000.18_ Marine Corps Band Manual
2. Basic Live Sound Reinforcement – a Practical Guide for Starting
    Live Audio, Raven Biederman and Penny Pattison
3. The Art of Mixing, David Gibson
4. Audio Mixing Bootcamp, Bobby Owsinski
5. Yamaha Sound Reinforcement Handbook, Gary Davis and Ralph Jones
6. Live Sound Mixing, Duncan Fry
7. Audio Ear Training CD, Golden Ears, Volume 1: Frequencies

5524-PERF-2005: Perform vocal music

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 1 month

DESCRIPTION: Prior to assignment as a vocalist, Primary MOS proficiency must
be commensurate with grade.

MOS PERFORMING: 5524

BILLETS: Musician

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: When assigned as vocalist of a performing ensemble, given
appropriate music, and a conductor or ensemble leader.

STANDARD: To ensure notes, tone quality, rhythm, style, musicality and
showmanship are accurately produced to industry standard.

PERFORMANCE STEPS:
1. Perform the music, following the conductor's direction.
2. Make individual adjustments, as necessary, to provide proper balance
    within the ensemble.

REFERENCE:
1. MCO 5000.18_ Marine Corps Band Manual

  ADMINISTRATIVE NOTE: The Naval School of Music does not provide MOS
  generating programs to Marine vocalists. The course of instruction is
  built into the curriculum to support the U.S. Navy NECs for "A" and "C"
  schools. As a result, Marine Musicians that have demonstrated proficiency
  in their primary (MOS) instrument may be approved to attend Vocal training
  as a doubling instrument. Approval from Division Heads and Training
  Officer, NAVSOM, must be given to begin this training and a final audition
  must be passed in order to successfully complete the training.

5524-PERF-2006: Perform assigned instrument to grade (2.8 level)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 1 month

MOS PERFORMING: 5524

BILLETS: Musician

GRADES: CPL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an instrument, an evaluator, designated location, and prepared solo.

STANDARD: At a 2.8 level.

PERFORMANCE STEPS:
1. Perform prepared piece.
2. Perform scales or rudiments designated by the evaluator.
3. Sight read music as provided by the evaluator.

REFERENCES:
1. MCO 5000.18_ Marine Corps Band Manual
2. MUSCOLINST 1300.1 Audition Standards Manual

5524-PERF-2007: Perform assigned instrument to grade (2.9 level)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 1 month

MOS PERFORMING: 5524

BILLETS: Musician

GRADES: SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an instrument, an evaluator, designated location, and prepared solo.

STANDARD: At a 2.9 level.

PERFORMANCE STEPS:
1. Perform prepared piece.
2. Perform scales or rudiments designated by the evaluator.
3. Sight read music as provided by the evaluator.
REFERENCES:
1. MCO 5000.18_ Marine Corps Band Manual
2. MUSCOLINST 1300.1 Audition Standards Manual

5524-PERF-2008: Perform assigned instrument to grade (3.0 level)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 1 month

MOS PERFORMING: 5524

BILLETS: Musician

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an instrument, an evaluator, designated location, and prepared solo.

STANDARD: At a 3.0 level.

PERFORMANCE STEPS:
1. Perform prepared piece.
2. Perform scales or rudiments designated by the evaluator.
3. Sight read music as provided by the evaluator.

REFERENCES:
1. MCO 5000.18_ Marine Corps Band Manual
2. MUSCOLINST 1300.1 Audition Standards Manual

5524-PERF-2009: Produce a recording

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 1 month

MOS PERFORMING: 5524

BILLETS: Musician

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a performing ensemble, current industry standard recording equipment, and post production resources.

STANDARD: To industry standard.

PERFORMANCE STEPS:
1. Set up recording equipment.
2. Conduct sound check.
3. Execute performance.
4. Record performance.
5. Edit recording.

REFERENCES:
1. MCO 5000.18_ Marine Corps Band Manual

2. UFC 4-171-04 AN Department of Defense Design Guide – Band Training
    Facilities
3. Basic Live Sound Reinforcement – a Practical Guide for Starting Live
    Audio, Raven Biederman and Penny Pattison
4. The Art of Mixing, David Gibson
5. Audio Mixing Bootcamp, Bobby Owsinski
6. Yamaha Sound Reinforcement Handbook, Gary Davis and Ralph Jones
7. Live Sound Mixing, Duncan Fry
8. Audio Ear Training CD, Golden Ears, Volume 1: Frequencies

SUPPORT REQUIREMENTS:

ROOMS/BUILDINGS: An acoustically designed recording studio and appropriate
performance venue.

EQUIPMENT: Industry standard computer equipment, peripherals, software,
sound reinforcement, and audio recording equipment capable of producing
high quality digital audio/visual recordings.

MATERIAL: Appropriate pre-recorded and blank media, administrative, and
logistical supplies.

UNITS/PERSONNEL: Detachment of band personnel.

5524-REHL-2001: Lead section rehearsal

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 1 month

MOS PERFORMING: 5524

BILLETS: Musician

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given rehearsal objectives, a group of equipped instrumentalists,
appropriate rehearsal space, music, and auxiliary equipment.

STANDARD: To detect and correct errors and provide performance guidance
through gestures and verbal instruction, within the scheduled rehearsal time
to the occupational field standard.

PERFORMANCE STEPS:
1. Study scores for designated music.
2. Develop rehearsal plan.
3. Convey rehearsal objectives.
4. Provide guidance for any identified errors.
5. Provide verbal feedback for next rehearsal.

REFERENCE:
1. MCO 5000.18_ Marine Corps Band Manual

5524-SUPT-2001: Maintain Music Library Section

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5524

BILLETS: Musician

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given required library material, sheet music, music texts, reference materials, and music publications.

STANDARD: To ensure that all required music materials are on hand, current, properly accounted for, and maintained in an organized manner.

PERFORMANCE STEPS:
1. Receive materials for storage.
2. Categorize materials.
3. Catalog materials accordingly.
4. Distribute materials as required.
5. Complete performance log.

REFERENCES:
1. The Music Performance Library, Russ Girsberger; Publisher: Meredith Music Publications
2. MCO 5000.18_ Marine Corps Band Manual
3. Public Law 94-553 Federal Copyright Act, Title 17 of U.S. Code
4. U.S. Navy Regulations w/CH 1 Chapter 12 - Flags, Pennants, Honors, Ceremonies, and Customs

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5524-SUPT-2002: Maintain Supply Section

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5524

BILLETS: Musician

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given appropriate catalogues, forms, computer, unit supply database, climate controlled secure storage facility, administrative supplies, and procurement requirements.

STANDARD: To procure, issue, and account for band equipment and instruments with 100% accuracy.

PERFORMANCE STEPS:
1. Record unit purchases.
2. Issue equipment.
3. Check in equipment.
4. Update custody cards.
5. Update inventory records.

REFERENCE:
1. MCO 5000.18_ Marine Corps Band Manual

5524-SUPT-2003: Maintain Administrative Section

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5524

BILLETS: Musician

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given forms, computers, appropriate IT peripherals, unit personnel database, an appropriate office space, and administrative supplies and equipment.

STANDARD: Complete all administrative tasks in an efficient and timely manner with 100% accuracy.

PERFORMANCE STEPS:
1. Draft correspondence.
2. File correspondence.
3. Produce rosters.
4. Process performance requests.
5. Update personnel records.
6. Update planning documents.

REFERENCES:
1. MCO 5210.11_ Marine Corps Records Management Program
2. MCO 5000.18_ Marine Corps Band Manual
3. SECNAVINST 5212.5_ Disposal of Navy and Marine Corps Records
4. SECNAVINST 5216.5 w/CH 1-2 Department of the Navy (DON) Correspondence Manual
5. SECNAVINST M-5210.1 Department of the Navy Records Management Manual
6. SECNAVINST M-5210.2 Standard Subject Identification Code (SSIC) Manual

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5524-SUPT-2004: Maintain Training Section

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5524

BILLETS: Musician

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given annual training program, forms, computers, appropriate IT peripherals, unit personnel database, an appropriate office space, and administrative supplies and equipment.

STANDARD: To ensure all training functions are completed in an efficient and timely manner with 100% accuracy and safety.

PERFORMANCE STEPS:
1. Coordinate with S-3 for training events.
2. Schedule unit training as directed.
3. Produce training rosters.
4. Update training records.

REFERENCES:
1. MCO 1500.54_ Marine Corps Martial Arts Program
2. MCO 1553.3_ Unit Training Management (UTM)
3. MCO 1553.4_ Professional Military Education (PME)
4. MCO 6110.3 w/CH 1 Marine Corps Body Composition and Military Appearance Program
5. MCO 5000.18_ Marine Corps Band Manual
6. MCO P6100.13 w/CH 1 Marine Corps Physical Fitness Program

5524-SUPT-2005: Maintain Transportation Section

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5524

BILLETS: Musician

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a transportation requirement, forms, a computer, a commitment calendar, appropriate office space, and administrative supplies and equipment.

STANDARD: To meet 100% of transportation requirements.

PERFORMANCE STEPS:
1. Submit transportation requests.
2. Confirm transportation plan.
3. Perform vehicle maintenance, as required.

REFERENCE:
1. MCO 5000.18_ Marine Corps Band Manual

5524-SUPT-2006: Setup sound reinforcement and audio/visual recording equipment

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

MOS PERFORMING: 5524

BILLETS: Musician

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: When assigned to sound crew, given a performance plan, appropriate equipment, and a venue.

STANDARD: To ensure proper placement of equipment and 100% operability.

PERFORMANCE STEPS:
1. Receive performance plan.
2. Position equipment.
3. Connect equipment.
4. Test equipment operability.

REFERENCES:
1. MCO 5000.18_ Marine Corps Band Manual
2. Basic Live Sound Reinforcement – a Practical Guide for Starting Live Audio, Raven Biederman and Penny Pattison
3. Yamaha Sound Reinforcement Handbook, Gary Davis and Ralph Jones
4. Live Sound Mixing, Duncan Fry

9005. 2500-LEVEL EVENTS

5524-AUDN-2501: Audition personnel

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

MOS PERFORMING: 5524

BILLETS: Bandmaster

GRADES: MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an instrumentalist with instrument, music stand, audition book, administrative materials, copy of auditionee's solo, metronome, and

designated location.

STANDARD: To ascertain technical proficiency and ensuring 100% accuracy and consistency with the Audition Standards Manual.

PERFORMANCE STEPS:
1. Grade prepared material.
2. Grade performance of rudiments or scales.
3. Grade performance of sight reading material.
4. Average numerical score for all criteria.

REFERENCES:
1. MCO 5000.18_ Marine Corps Band Manual
2. MUSCOLINST 1300.1 Audition Standards Manual

5524-AUDN-2502: Audition prospective applicant

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

MOS PERFORMING: 5524

BILLETS: Bandmaster

GRADES: MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a prospective Marine musician applicant, support materials, a MEOP screening form, and designated location.

STANDARD: To ascertain technical proficiency ensuring 100% accuracy and consistency with the Audition Standards Manual.

PERFORMANCE STEPS:
1. Review audition process with applicant.
2. Evaluate auditionee's competency by observing musical criteria demonstrated.
3. Record numerical score for each criterion that most accurately corresponds to descriptive adjective.
4. Average numerical score for all criteria.
5. Record final average in appropriate block on audition form.
6. Counsel auditionee on final results.
7. File copy of audition form.
8. Forward results, as appropriate.

REFERENCES:
1. Marine Corps Opportunities Book
2. MCO 1200.17_ Military Occupational Specialty (MOS) Manual
3. MCO 5000.18_ Marine Corps Band Manual
4. MUSCOLINST 1300.1 Audition Standards Manual
5. Marine Corps Recruiting Command Volume III Guidebook for Recruiting Station Operations

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5524-CREL-2501: Deliver Marine Corps Band marketing presentation

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5524

BILLETS: Bandmaster

GRADES: MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a targeted audience and current Band information.

STANDARD: To clearly and concisely address current leadership and performance opportunities within Marine Corps Bands.

PERFORMANCE STEPS:
1. Schedule presentation.
2. Gather demographic information on civilian musical unit.
3. Prepare presentation outline.
4. Rehearse presentation outline.
5. Deliver presentation.
6. Answer questions.
7. Provide feedback to Marine Corps Recruiting Command.

REFERENCES:
1. MCO 1130.53P w/CH 1 Enlistment Incentive Programs
2. MCO 5720.77 Marine Corps Public Affairs (PA) Order
3. MCO 5000.18_ Marine Corps Band Manual
4. Marine Corps Recruiting Command Volume III Guidebook for Recruiting Station Operations

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5524-PLAN-2501: Develop annual operational plan

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5524

BILLETS: Bandmaster

GRADES: MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given previous year's command chronology, projected military requirements, recruiting command support, community relations events, and unit sustainment training requirements.

STANDARD: To meet 100% of operational requirements without scheduling conflicts.

PERFORMANCE STEPS:
1. Prioritize requirements.
2. Determine operational tempo.
3. Identify projected periods of non-availability for training evolutions.
4. Schedule annual training events.
5. Identify projected periods for supporting national community relations events.
6. Identify projected periods of non-availability for leave.
7. Reconcile conflicts.
8. Forward to Band Officer for approval.

REFERENCES:
1. MCO 5720.77 Marine Corps Public Affairs (PA) Order
2. MCO 5000.18_ Marine Corps Band Manual
3. StratCom Strategic Communication Plan, PCN 50100654400, dated July 2007

5524-PLAN-2502: Develop Band schedule

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5524

BILLETS: Bandmaster

GRADES: MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a list of approved commitments, training requirements, personnel, equipment, and approved operational plan.

STANDARD: To meet 100% of operational requirements without scheduling conflicts.

PERFORMANCE STEPS:
1. Obtain ensemble leaders' rehearsal requirements.
2. Obtain logistical requirements.
3. Obtain training requirements.
4. Prioritize requirements.
5. Review Band commitment schedule.
6. Resolve identified conflicts.
7. Draft schedule.
8. Forward to Band Officer for approval.
9. Publish approved schedule.

REFERENCE:
1. MCO 5000.18_ Marine Corps Band Manual

5524-PLAN-2503: Evaluate commitment requests

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5524

BILLETS: Bandmaster

GRADES: MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a commitment request, annual operation plan, Band schedule, and funding requirements.

STANDARD: To accurately determine feasibility of support.

PERFORMANCE STEPS:
1. Review Band schedule.
2. Contact sponsor for additional information.
3. Determine legality of request.
4. Determine musical support requirements.
5. Determine logistical support requirements.
6. Verify availability of appropriate ensemble for request.
7. Recommend approval or disapproval.
8. Forward to Band Officer.

REFERENCES:
1. MCO 5720.77 Marine Corps Public Affairs (PA) Order
2. MCO 5000.18_ Marine Corps Band Manual
3. SECNAVINST 5720.44_ Department of the Navy Public Affairs Policy and Regulations

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5524-PLAN-2504: Develop annual training program

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5524

BILLETS: Bandmaster

GRADES: MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the annual operational plan, Command annual training plan, and Marine Corps annual training requirements.

STANDARD: To meet 100% of training requirements without scheduling conflicts.

PERFORMANCE STEPS:
1. Prioritize requirements.
2. Determine periods of availability.

3. Schedule events in conjunction with annual operational plan.
4. Reconcile conflicts.
5. Forward to Band Officer for approval.
6. Publish approved plan.

REFERENCES:
1. MCO 1500.54_ Marine Corps Martial Arts Program
2. MCO 1553.3_ Unit Training Management (UTM)
3. MCO 1553.4_ Professional Military Education (PME)
4. MCO 6110.3 w/CH 1 Marine Corps Body Composition and Military Appearance Program
5. MCO 5000.18_ Marine Corps Band Manual
6. MCO P6100.13 w/CH 1 Marine Corps Physical Fitness Program

5524-SUPT-2501: Supervise Band Intermediate Leadership

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

DESCRIPTION: Band Intermediate Leadership includes Instrument Repair Technician, Drum Major, Enlisted Conductor, and Small Ensemble Leader.

MOS PERFORMING: 5524

BILLETS: Bandmaster

GRADES: MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given Band personnel, annual operational plan, and Band schedule.

STANDARD: To ensure all assigned areas remain 100% mission capable.

PERFORMANCE STEPS:
1. Confer with Band Officer.
2. Determine commander's intent.
3. Disseminate intent accordingly.
4. Oversee daily operations.
5. Provide guidance as needed.
6. Provide situational reports to Band Officer.

REFERENCE:
1. MCO 5000.18_ Marine Corps Band Manual

5524-SUPT-2502: Review commitment After Action Report

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 5524

BILLETS: Bandmaster

GRADES: MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a completed After Action Report form and commitment folder pertaining to a completed commitment.

STANDARD: Within seven days, ensuring the report is 100% accurate and complete.

PERFORMANCE STEPS:
1. Review notes pertaining to commitment.
2. File completed report with commitment folder.

REFERENCES:
1. MCO 5720.77 Marine Corps Public Affairs (PA) Order
2. MCO 5000.18_ Marine Corps Band Manual
3. SECNAVINST 5720.44_ Department of the Navy Public Affairs Policy and Regulations

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MUSIC T&R MANUAL

APPENDIX A

ACRONYMS AND ABBREVIATIONS

AA . . . . .administrative action
CMC . . . . .Commandant of the Marine Corps
CG . . . . commanding general
CO . . . . commanding officer
COMMARFOR . . . . Commander, Marine Corps Forces
COMMARFORLANT . . . . Commander, Marine Corps Forces, Atlantic
COMMARFORPAC . . . . Commander, Marine Corps Forces, Pacific
CPL . . . . Corporal
CONUS . . . . Continental United States
CRCR . . . . .Career Retirement Credit Report
CSP . . . . combat readiness percentage
CSR . . . . Consolidated Strength Report
CSR . . . . Command Staffing Report
CTS . . . . collective training standards
CTZE . . . . .Combat Tax Zone Exclusion
CWO2 . . . . .Chief Warrant Officer-2
CWO3 . . . . .Chief Warrant Officer-3
CWO4 . . . . .Chief Warrant Officer-4
CWO5 . . . . .Chief Warrant Officer-5
CY . . . . .calendar year
DISTLEARN . . . . distance learning
DLA . . . . dislocation allowance
DoD . . . . Department of Defense
DoDD . . . . Department of Defense directive
DoDI . . . . Department of Defense instruction
DoDFMR . . . . Department of Defense financial management regulations
DON . . . . Department of the Navy
DRMO . . . . .Defense Reutilization Management Office
DRRS . . . . Defense Readiness Reporting System
DSR . . . . .Deployment Status Report
FMF . . . . Fleet Marine Force
FMFM . . . . Fleet Marine Force manual
FY . . . . .fiscal year
GTCCP . . . . Government Travel Charge Card Program
GYSGT . . . . .Gunnery Sergeant
GTR . . . . .Government Transportation Request
HAZMAT . . . . hazardous material
HMIS . . . . Hazardous Material Information Sheet
HQMC . . . . Headquarters, Marine Corps
IMI . . . . individual multimedia instruction
ITS . . . . individual training standards
JCS . . . . Joint Chiefs of Staff
JFTR . . . . Joint Federal Travel regulations
JMPA . . . . Joint Military Postal Activity (Atlantic or Pacific)
JP . . . . Joint Publication
LCPL . . . . Lance Corporal

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MACOM . . . . . . . . . . . . . . . . . . . . . . . . . . . . major command
MAGTF . . . . . . . . . . . . . . . . . . . Marine Air-Ground Task Force
MARDIV . . . . . . . . . . . . . . . . . . . . . . . Marine Division
MARFOR . . . . . . . . . . . . . . . . . . . . . Marine Corps Forces
MCB . . . . . . . . . . . . . . . . . . . . . . . Marine Corps Base
MCBUL . . . . . . . . . . . . . . . . . . . . Marine Corps Bulletin
MCCRES . . . . . . . . . . . . Marine Corps Readiness and Evaluation System
MCCS . . . . . . . . . . . . . . . . . . . . .Marine Corps Community Services
MCCSSS . . . . . . . . . . . . Marine Corps Combat Service Support Schools
MCI . . . . . . . . . . . . . . . . . . . . . . . .Manual Corps Institute
MCO . . . . . . . . . . . . . . . . . . . . . . . . Marine Corps Order
MCRC . . . . . . . . . . . . . . . . . . . Marine Corps Recruiting Command
MCTL . . . . . . . . . . . . . . . . . . . . . .Marine Corps Task List
MCRP . . . . . . . . . . . . . . . . . . . Marine Corps Reference Publication
MEF . . . . . . . . . . . . . . . . . . . . . Marine Expeditionary Force
MEOP. . . . . . . . . . . . . . . . . .Musician Enlistment Option Program
MET . . . . . . . . . . . . . . . . . . . . . . .Mission Essential Task
MEU . . . . . . . . . . . . . . . . . . . . Marine Expeditionary Unit
MGYSGT . . . . . . . . . . . . . . . . . . . .Master Gunnery Sergeant
MLSR . . . . . . . . . . . . . . . . . .missing, lost, stolen, or recovered
MOJT . . . . . . . . . . . . . . . . . . . . . Managed On the Job Training
MOS . . . . . . . . . . . . . . . . . . . . . Military Occupational Specialty
MSC . . . . . . . . . . . . . . . . . . . . . . Major Subordinate Command
MSDS . . . . . . . . . . . . . . . . . . . . . Material Safety Data Sheet
MSGT . . . . . . . . . . . . . . . . . . . . . . . . . Master Sergeant
MSE . . . . . . . . . . . . . . . . . . . . . major subordinate element
MURE. . . . . . . . . . . . . . . . . . . . .Musical Unit Resources Exhibit
MUSC. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Music
MUSCOLINST. . . . . . . . . . . . . . . . . . . . . . Music Instruction
MWR . . . . . . . . . . . . . . . . . . . . . morale, welfare and recreation
NATO . . . . . . . . . . . . . . . . . . . North Atlantic Treaty Organization
NAVEDTRA. . . . . . . . . . . . . . . . . .Naval Education Training Command
NAVMC . . . . . . . . . . . . . . . . . . . . . . . Navy and Marine Corps
NAVSO . . . . . . . . . . . . . . . . . . . . . . . . .Navy Supply Office
NBC. . . . . . . . . . . . . . . . . . . . nuclear, biological and chemical
NBCD. . . . . . . . . . . . . . . . . Nuclear, Biological, and Chemical Defense
OccFld . . . . . . . . . . . . . . . . . . . . . . . . . occupational field
OCONUS . . . . . . . . . . . . . . . . . Outside the Continental United States
OPLAN . . . . . . . . . . . . . . . . . . . . . . . . . . operations plan
OPNAV . . . . . . . . . . . . . . . . . Office of the Chief of Naval Operations
OPNAVINST  . . . . . . .Office of the Chief of Naval Operations Instruction
OR. . . . . . . . . . . . . . . . . . . . . . . . . . operational readiness
ORM. . . . . . . . . . . . . . . . . . . . . . . .Operational Risk Management
OSH . . . . . . . . . . . . . . . . . . . . . .Occupational Safety and Health
PFC . . . . . . . . . . . . . . . . . . . . . . . . . Private First Class
POD. . . . . . . . . . . . . . . . . . . . . . . . . . . .Plan of the Day
PRP. . . . . . . . . . . . . . . . . . . . . . . .Periodic Replacement Plan
PVT. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .Private
S-1 . . . . . . . . . . . . . . . . . . . manpower or personnel staff officer
S-2 . . . . . . . . . . . . . . . . . . . . . . intelligence staff officer
S-3 . . . . . . . . . . . . . . . . . . . . . . operations staff officer
SAT. . . . . . . . . . . . . . . . . . . . . . Systems Approach to Training
SECNAVINST . . . . . . . . . . . . . . . . . .Secretary of the Navy instruction
SGT. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Sergeant
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SME. . . . . . . . . . . . . . . . . . . . . . . . . . . .subject matter expert
SNCO. . . . . . . . . . . . . . . . . . . . . .Staff Non-Commissioned Officer
SSGT. . . . . . . . . . . . . . . . . . . . . . . . . . . . .Staff Sergeant
SSIC . . . . . . . . . . . . . . . . . . Standard Subject Identification Code
TAD . . . . . . . . . . . . . . . . . . . . . . . . temporary additional duty
TECOM . . . . . . . . . . . . . . . . . . . . .Training and Education Command
T/O&E . . . . . . . . . . . . . . . . . table of organization and equipment
T&R . . . . . . . . . . . . . . . . . . . . . . . . .Training and Readiness
UM . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Users Manual
U.S. . . . . . . . . . . . . . . . . . . . . . . . . . . . . .United States
UST . . . . . . . . . . . . . . . . . . . . . . . . Unit Sustainment Training
UTM . . . . . . . . . . . . . . . . . . . . . . . . .Unit Training Management
WO1 . . . . . . . . . . . . . . . . . . . . . . . . . . . Warrant Officer-1
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MUSIC T&R MANUAL

APPENDIX B

TERMS AND DEFINITIONS

Terms in this glossary are subject to change as applicable orders and
directives are revised. Terms established by Marine Corps orders or
directives take precedence after definitions found in Joint Publication 1-02,
DOD Dictionary of Military and Associated Terms.

A

After Action Review. A professional discussion of training events conducted
after all training to promote learning among training participants. The
formality and scope increase with the command level and size of the training
evolution. For longer exercises, they should be planned for at predetermined
times during an exercise. The results of the AAR shall be recorded on an
after action report and forwarded to higher headquarters. The commander and
higher headquarters use the results of an AAR to reallocate resources,
reprioritize their training plan, and plan for future training.

Assessment. An informal judgment of the unit's proficiency and resources
made by a commander or trainer to gain insight into the unit's overall
condition. It serves as the basis for the midrange plan. Commanders make
frequent use of these determinations during the course of the combat
readiness cycle in order to adjust, prioritize or modify training events and
plans.

C

Chaining. A process that enables unit leaders to effectively identify
subordinate collective events and individual events that support a specific
collective event. For example, collective training events at the 4000-Level
are directly supported by collective events at the 3000-Level. When a higher
level event by its nature requires the completion of lower level events, they
are "chained"; Sustainment credit is given for all lower level events chained
to a higher event.

Collective Event. A clearly defined, discrete, and measurable activity,
action, or event (i.e., task) that requires organized team or unit
performance and leads to accomplishment of a mission or function. A
collective task is derived from unit missions or higher-level collective
tasks. Task accomplishment requires performance of procedures composed of
supporting collective or individual tasks. A collective task describes the
exact performance a group must perform in the field under actual operational
conditions. The term "collective" does not necessarily infer that a unit
accomplishes the event. A unit, such as a squad or platoon conducting an
attack; may accomplish a collective event or, it may be accomplished by an
individual to accomplish a unit mission, such as a battalion supply officer
completing a reconciliation of the battalion's CMR. Thus, many collective
events will have titles that are the same as individual events; however, the

standard and condition will be different because the scope of the collective event is broader.

Collective Training Standards (CTS). Criteria that specify mission and functional area unit proficiency standards for combat, combat support, and combat service support units. They include tasks, conditions, standards, evaluator instruction, and key indicators. CTS are found within collective training events in T&R Manuals.

Combat Readiness Cycle. The combat readiness cycle depicts the relationships within the building block approach to training. The combat readiness cycle progresses from T&R Manual individual core skills training, to the accomplishment of collective training events, and finally, to a unit's participation in a contingency or actual combat. The combat readiness cycle demonstrates the relationship of core capabilities to unit combat readiness. Individual core skills training and the training of collective events lead to unit proficiency and the ability to accomplish the unit's stated mission.

Combat Readiness Percentage (CRP). The CRP is a quantitative numerical value used in calculating collective training readiness based on the E-Coded events that support the unit METL. CRP is a concise measure of unit training accomplishments. This numerical value is only a snapshot of training readiness at a specific time. As training is conducted, unit CRP will continuously change.

Condition. The condition describes the training situation or environment under which the training event or task will take place. Expands on the information in the title by identifying when, where and why the event or task will occur and what materials, personnel, equipment, environmental provisions, and safety constraints must be present to perform the event or task in a real-world environment. Commanders can modify the conditions of the event to best prepare their Marines to accomplish the assigned mission (e.g. in a desert environment; in a mountain environment; etc.).

Core Competency. Core competency is the comprehensive measure of a unit's ability to accomplish its assigned MET. It serves as the foundation of the T&R Program. Core competencies are those unit core capabilities and individual core skills that support the commander's METL and T/O mission statement. Individual competency is exhibited through demonstration of proficiency in specified core tasks and core plus tasks. Unit proficiency is measured through collective tasks.

Core Capabilities. Core capabilities are the essential functions a unit must be capable of performing during extended contingency/combat operations. Core unit capabilities are based upon mission essential tasks derived from operational plans; doctrine and established tactics; techniques and procedures.

Core Plus Capabilities. Core plus capabilities are advanced capabilities that are environment, mission, or theater specific. Core plus capabilities may entail high-risk, high-cost training for missions that are less likely to be assigned in combat.

Core Plus Skills. Core plus skills are those advanced skills that are environment, mission, rank, or billet specific. 2000-Level training is designed to make Marines proficient in core skills in a specific billet or at a specified rank at the Combat Ready level. 3000-8000-Level training produces combat leaders and fully qualified section members at the Combat Qualified level. Marines trained at the Combat Qualified level are those the commanding officer feels are capable of accomplishing unit-level missions and of directing the actions of subordinates. Many core plus tasks are learned via MOJT, while others form the base for curriculum in career level MOS courses taught by the formal school.

<div align="center">D</div>

Defense Readiness Reporting System (DRRS). A comprehensive readiness reporting system that evaluates readiness on the basis of the actual missions and capabilities assigned to the forces. It is a capabilities-based, adaptive, near real-time reporting system for the entire Department of Defense.

Deferred Event. A T&R event that a commanding officer may postpone when in his or her judgment, a lack of logistic support, ammo, ranges, or other training assets requires a temporary exemption. CRP cannot be accrued for deferred "E-Coded" events.

Delinquent Event. An event becomes delinquent when a unit exceeds the sustainment interval for that particular event. The individual or unit must update the delinquent event by first performing all prerequisite events. When the unit commander deems that performing all prerequisite is unattainable, then the delinquent event will be re-demonstrated under the supervision of the appropriate evaluation authority.

<div align="center">E</div>

E-Coded Event. An "E-Coded" event is a collective T&R event that is a noted indicator of capability or, a noted collective skill that contributes to the unit's ability to perform the supported MET. As such, only "E-Coded" events are assigned a CRP value and used to calculate a unit's CRP.

Evaluation. Evaluation is a continuous process that occurs at all echelons, during every phase of training and can be both formal and informal. Evaluations ensure that Marines and units are capable of conducting their combat mission. Evaluation results are used to reallocate resources, reprioritize the training plan, and plan for future training.

Event (Training). 1) An event is a significant training occurrence that is identified, expanded and used as a building block and potential milestone for a unit's training. An event may include formal evaluations. 2) An event within the T&R Program can be an individual training evolution, a collective training evolution or both. Through T&R events, the unit commander ensures that individual Marines and the unit progress from a combat capable status to a Fully Combat Qualified (FCQ) status.

Event Component. The major procedures (i.e., actions) that must occur to perform a Collective Event to standard.

Exercise Commander (EC). The Commanding General, Marine Expeditionary Force or his appointee will fill this role, unless authority is delegated to the respective commander of the Division, Wing, or FSSG. Responsibilities and functions of the EC include: 1) designate unit(s) to be evaluated, 2) may designate an exercise director, 3) prescribe exercise objectives and T&R events to be evaluated, 4) coordinate with commands or agencies external to the Marine Corps and adjacent Marine Corps commands, when required.

Exercise Director (ED). Designated by the EC to prepare, conduct, and report all evaluation results. Responsibilities and functions of the ED include: 1) Publish a letter of instruction (LOI) that: delineates the T&R events to be evaluated, establishes timeframe of the exercise, lists responsibilities of various elements participating in the exercise, establishes safety requirements/guidelines, and lists coordinating instructions. 2) Designate the TEC and TECG to operate as the central control agency for the exercise. 3) Assign evaluators, to include the senior evaluator, and ensure that those evaluators are properly trained. 4) Develop the general exercise scenario taking into account any objectives/events prescribed by the EC. 5) Arrange for all resources to include: training areas, airspace, aggressor forces, and other required support.

M

Marine Corps Ground Training and Readiness (T&R) Program. The T&R Program is the Marine Corps' primary tool for planning and conducting training, for planning and conducting training evaluation, and for assessing training readiness. The program will provide the commander with standardized programs of instruction for units within the ground combat, combat support, and combat service support communities. It consolidates the ITS, CTS, METL and other individual and unit training management tools. T&R is a program of standards that systematizes commonly accepted skills, is open to innovative change, and above all, tailors the training effort to the unit's mission. Further, T&R serves as a training guide and provides commanders an immediate assessment of unit combat readiness by assigning a CRP to key training events. In short, the T&R Program is a building block approach to training that maximizes flexibility and produces the best-trained Marines possible.

Mission Essential Task(s) MET(s). A MET is a collective task in which an organization must be proficient in order to accomplish an appropriate portion of its wartime mission(s). MET listings are the foundation for the T&R Manual; all events in the T&R Manual support a MET.

Mission Essential Task List (METL). Descriptive training document that provides units a clear, war fighting focused description of collective actions necessary to achieve wartime mission proficiency. The service-level METL, that which is used as the foundation of the T&R Manual, is developed using Marine Corps doctrine, operational plans, T/Os, UJTL, UNTL, and MCTL. For community based T&R Manuals, an occupational field METL is developed to focus the community's collective training standards. Commanders develop their unit METL from the service-level METL, operational plans, contingency plans, and SOPs.

O

Operational Readiness (DOD, NATO). OR is the capability of a unit/formation, ship, weapon system, or equipment to perform the missions or functions for which it is organized or designed. May be used in a general sense or to express a level or degree of readiness.

P

Prerequisite Event. Prerequisites are the academic training and/or T&R events that must be completed prior to attempting the event.

R

Readiness (DOD). Readiness is the ability of U.S. military forces to fight and meet the demands of the national military strategy. Readiness is the synthesis of two distinct but interrelated levels: a) Unit readiness--The ability to provide capabilities required by combatant commanders to execute assigned missions. This is derived from the ability of each unit to deliver the outputs for which it was designed. b) Joint readiness--The combatant commander's ability to integrate and synchronize ready combat and support forces to execute assigned missions.

S

Section Skill Tasks. Section skills are those competencies directly related to unit functioning. They are group rather than individual in nature, and require participation by a section (S-1, S-2, S-3, etc).

Simulation Training. Simulators provide the additional capability to develop and hone core and core plus skills. Accordingly, the development of simulator training events for appropriate T&R syllabi can help maintain valuable combat resources while reducing training time and cost. Therefore, in cases where simulator fidelity and capabilities are such that simulator training closely matches that of actual training events, T&R Manual developers may include the option of using simulators to accomplish the training. CRP credit will be earned for E-Coded simulator events based on assessment of relative training event performance.

Standard. A standard is a statement that establishes criteria for how well a task or learning objective must be performed. The standard specifies how well, completely, or accurately a process must be performed or product produced. For higher-level collective events, it describes why the event is being done and the desired end-state of the event. Standards become more specific for lower-level events and outline the accuracy, time limits, sequencing, quality, product, process, restrictions, etc., that indicate the minimum acceptable level of performance required of the event. At a minimum, both collective and individual training standards consist of a task, the condition under which the task is to be performed, and the evaluation criteria that will be used to verify that the task has been performed to a satisfactory level.

Sustainment Training. Periodic retraining or demonstration of an event required maintaining the minimum acceptable level of proficiency or

capability required to accomplish a training objective. Sustainment training goes beyond the entry-level and is designed to maintain or further develop proficiency in a given set of skills.

Systems Approach to Training (SAT). An orderly process for analyzing, designing, developing, implementing, and evaluating a unit's training program to ensure the unit, and the Marines of that unit acquire the knowledge and skills essential for the successful conduct of the unit's wartime missions.

T

Training Task. This describes a direct training activity that pertains to an individual Marine. A task is composed of 3 major components: a description of what is to be done, a condition, and a standard.

Technical Exercise Controller (TEC). The TEC is appointed by the ED, and usually comes from his staff or a subordinate command. The TEC is the senior evaluator within the TECG and should be of equal or higher grade than the commander(s) of the unit(s) being evaluated. The TEC is responsible for ensuring that the evaluation is conducted following the instructions contained in this order and MCO 1553.3A. Specific T&R Manuals are used as the source for evaluation criteria.

Tactical Exercise Control Group (TECG). A TECG is formed to provide subject matter experts in the functional areas being evaluated. The benefit of establishing a permanent TECG is to have resident, dedicated evaluation authority experience, and knowledgeable in evaluation technique. The responsibilities and functions of the TECG include: 1) developing a detailed exercise scenario to include the objectives and events prescribed by the EC/ED in the exercise LOI; 2) conducting detailed evaluator training prior to the exercise; 3) coordinating and controlling role players and aggressors; 4) compiling the evaluation data submitted by the evaluators and submitting required results to the ED; 5) preparing and conducting a detailed exercise debrief for the evaluated unit(s).

Training Plan. Training document that outlines the general plan for the conduct of individual and collective training in an organization for specified periods of time.

U

Unit CRP. Unit CRP is a percentage of the E-Coded collective events that support the unit METL accomplished by the unit. Unit CRP is the average of all MET CRP.

Unit Evaluation. All units in the Marine Corps must be evaluated, either formally or informally, to ensure they are capable of conducting their combat mission. Informal evaluations should take place during all training events. The timing of formal evaluations is critical and should, when appropriate, be directly related to the units' operational deployment cycle. Formal evaluations should take place after the unit has been staffed with the majority of its personnel, has had sufficient time to train to individual and collective standards, and early enough in the training cycle so there is sufficient time to correctly identified weaknesses prior to deployment. All

combat units and units' task organized for combat require formal evaluations
prior to operational deployments.

Unit Training Management (UTM). Unit training management is the use of the
SAT and Marine Corps training principles in a manner that maximizes training
results and focuses the training priorities of the unit on its wartime
mission. UTM governs the major peacetime training activity of the Marine
Corps and applies to all echelons of the Total Force.

<div align="center">

W

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Waived Event. An event that is waived by a commanding officer when in his or
her judgment, previous experience or related performance satisfies the
requirement of a particular event.